



RENTAL HOUSING INSPECTION PROGRAM

Community Development Department
Code Enforcement Division (626-570-3230)

Self-Certification Inspection Checklist

(Must be completed by Rental Property Owner or property manager)

Interior Inspection -PART I: *Unit Identification (Print legibly)*

Property Address:	Unit Number:
Tenant Name:	Phone Number:

Check the box next to each item ONLY if the item is found to be in compliance

Interior Checklist	Comments
<input type="checkbox"/> Hot/Cold Running Water (Unit must have hot and cold running water)	
<input type="checkbox"/> Electrical Power (Unit must have electrical power)	
<input type="checkbox"/> Heat (Unit be permanently installed and property functioning)	
<input type="checkbox"/> Sewage Disposal Systems (Unit must have a proper sewer system and must be clear of any surfacing sewage indoors or outdoors)	
<input type="checkbox"/> Entry Doors (All doors and door jambs have strike plates that are secure, not loose; entry doors have a standard deadbolt with thumb latch at interior, locking mechanisms do not exceed 48" in height, a peephole, and are weather sealed.)	
<input type="checkbox"/> Vector Infestation or Rodent Harborage (Unit must be clear of any infestations)	
<input type="checkbox"/> Mechanical (All mechanical equipment in the unit must properly function including; appliances, venting systems, thermostats, smoke detectors, carbon monoxide detector, air conditioning unit – if provided, etc.*Bathrooms must have operable window or exhaust vent)	
<input type="checkbox"/> Electrical (All wiring must be in good working condition – no spliced wiring, no exposed wiring, and all outlets and switch plates must have appropriate coverings. Electrical panel must be labeled. GFCI outlets must function and be installed in bathrooms, kitchen, exterior, and garage)	
<input type="checkbox"/> Plumbing (Unit must have proper plumbing throughout unit – no leaks, must have P-traps, must have proper caulking, toilets must be secured to ground and sinks must be secured to walls. Water heaters are installed in an approved location, and have seismic strapping, operable temperature relief valve and drain line, venting, and a minimum 110 degrees water temperature.)	
<input type="checkbox"/> Counters and Sink Surfaces (Surfaces are in good condition, no significant cracked, chipped or missing pieces, and not constructed with porous material)	
<input type="checkbox"/> Windows (All windows must have proper weather protection and can be opened and closed easily, and have no missing or broken glazing. Bedroom egress windows are not blocked by furniture or air conditioners, and any security bars can be released from the interior.)	
<input type="checkbox"/> Flooring (Floors must be in good condition, free from holes/missing pieces and do not create a trip hazard or unsanitary conditions)	
<input type="checkbox"/> Foundation/Sub-flooring (Must be in good condition, must not be buckling or sagging)	
<input type="checkbox"/> Walls/Ceiling (Walls must be clear of holes, missing sections, must not be collapsing, buckling or sagging)	
<input type="checkbox"/> Smoke Detectors/Carbon Monoxide Detectors (Smoke detectors are working, and are located in hallways leading to rooms used for sleeping purposes or are installed and maintained in compliance with the Code in effect at the time of their original installation. Carbon Monoxide detectors are located outside each sleeping area and on each level of a dwelling including basements. Installation must be per manufacturer's instruction and per California Building Code)	

I certify that I have inspected the aforementioned unit and that the information above is true and correct to the best of my knowledge.

(Provide a copy of this form to the tenant and keep a copy for your files. Please send copies to Code Enforcement.)

Rental Property Owner or Property Manager Name (Please print): _____ Phone Number: _____

Rental Property Owner or Property Manager Name (Signature) _____ Email: _____

Tenant's Name (Please print) _____ Phone Number: _____

Tenant's (Signature): _____ Email: _____



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(Must be completed by Rental Property Owner or property manager)

Exterior Inspection - PART II: Unit Identification (Print legibly)

Property Name: _____

Property Address: _____

Check the box next to each item ONLY if the item is found to be in compliance

Exterior Checklist	Comments
<input type="checkbox"/> Storage of Junk and rubbish and/or overgrown vegetation (Household trash, tires, scrap wood, scrap metal, other items not intended for outdoor use – Property must be clear from any overgrown vegetation and/or weeds)	
<input type="checkbox"/> Dumpsters & Trash cans (Must be properly enclosed, free from trash overflow, and properly covered)	
<input type="checkbox"/> Inoperable/Unregistered Vehicles (DMV Non-operations permits do not qualify as current registration. Inoperable vehicles must be stored within a fully enclosed structure)	
<input type="checkbox"/> Foundation Vent Screens/Crawl Space Covers (Spaces must be properly covered. Screens must be in good working condition)	
<input type="checkbox"/> Roof/Ceiling (Must be free from any holes, leaks, etc.)	
<input type="checkbox"/> Stairways – Landings/treads/risers/balusters/railings (Must not be rotting, deteriorating, loose, etc. and the balusters must not exceed 4" apart or in accordance with code at the time of construction)	
<input type="checkbox"/> Fire Extinguishers - Multi-Family Only (Must be properly serviced, labeled, and stored)	
<input type="checkbox"/> Exterior Lighting (Must function properly and must have cover and be free from any exposed wiring)	
<input type="checkbox"/> Infestation of vectors or rodents (Property must be clear of all vector or rodent infestations)	
<input type="checkbox"/> Electrical/Gas Meters- Multi-Family Only (Must have proper labeling, be properly protected, and must not be tampered with)	
<input type="checkbox"/> Electrical Panel (Must have a panel cover, all breakers and fuses are labeled with appropriate identification, have dead front cover, and free from any exposed wiring)	
<input type="checkbox"/> Exterior Walkways (Must remain clear at all times and free from any trip hazards)	
<input type="checkbox"/> Water Heaters (Water heaters are installed in an approved location, and have seismic strapping, operable temperature relief valve and drain line, venting, and a minimum 110 degrees water temperature.)	

I certify that I have inspected the aforementioned unit and that the information above is true and correct to the best of my knowledge.

(Provide a copy of this form to the tenant and keep a copy for your files. Please send copies to Code Enforcement.)

Rental Property Owner or Property Manager Name (Please print): _____ Phone Number: _____

Rental Property Owner or Property Manager Name (Signature) _____ Email: _____

Tenant's Name (Please print) _____ Phone Number: _____

Tenant's (Signature): _____ Email: _____

Contact information for submitting this form:

Mail: Code Enforcement Division - 111 S. First Street, Alhambra CA 91801

Email(PDF or photo copy): code@cityofalhambra.org

Fax: 626-458-4201

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