

# RENTAL HOUSING INSPECTION PROGRAM

## General Inspection Checklist

Property owners and tenants of rental properties have specific rights and responsibilities under current state and local laws. As a resident, your rental home or unit must be a safe place to live. In other words, it must be habitable pursuant to CA Civil Code 1941.1, 1941.2 and/or CA Health and Safety Code 17920.3.

Community Development Department  
Code Enforcement Division  
Office: (626) 570-3230  
Email: [code@cityofalhambra.org](mailto:code@cityofalhambra.org)  
Website: [www.cityofalhambra.org](http://www.cityofalhambra.org)



CASE #: \_\_\_\_\_

PROPERTY ADDRESS:	PROPERTY NAME (IF APPLICABLE)	DATE	NO. OF UNITS
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Check the box next to each item or area that is inspected and found to be in violation:

<b>UNIT</b>	<input type="checkbox"/> 1. <b>Premises</b> – no abandoned or inoperable vehicles, overgrown vegetation, infestation of insects or vermin, discarded household items, trash, debris or any graffiti.	<input type="checkbox"/> 8. <b>Common Areas</b> - in a safe and sanitary condition.	<input type="checkbox"/> 15. <b>Water heaters</b> – water heaters are installed in an approved location, and have seismic strapping, operable temperature relief valve & drain line, venting, and a minimum 110 degrees water temperature.
	<input type="checkbox"/> 2. <b>Exterior walls</b> – in good condition, no peeling paint, holes, missing sections or deterioration.	<input type="checkbox"/> 9. <b>Entry doors</b> – all doors and door jambs have strike plates that are secure, not loose; entry doors have a standard deadbolt with thumb latch at interior, a viewer, and are weather sealed.	<input type="checkbox"/> 16. <b>Bathroom ventilation</b> – bathrooms have operable window or exhaust fan.
	<input type="checkbox"/> 3. <b>Vent screens</b> - no missing or damaged crawl space, attic or foundation vent screens.	<input type="checkbox"/> 10. <b>Windows and window locks</b> – windows 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"/> 17. <b>Smoke detectors</b> – 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.
	<input type="checkbox"/> 4. <b>Stairway/landing/treads/risers/guardrails/handrails</b> – in good condition, well secured, not loose or deteriorated.	<input type="checkbox"/> 11. <b>Heaters</b> – are permanently installed and properly functioning.	<input type="checkbox"/> 18. <b>Electrical</b> -general outlets, lights, switches and cover plates are installed properly and in good condition, no exposed wiring.
	<input type="checkbox"/> 5. <b>Roof and ceilings</b> – in good condition without any leaks.	<input type="checkbox"/> 12. <b>Kitchen counters and sink surfaces</b> – surfaces are in good condition, no significant cracked, chipped or missing pieces.	<input type="checkbox"/> 19. <b>GFCI required locations</b> – GFCI properly function and have been installed where outlets have been replaced in the bathrooms, on kitchen counters, on the exterior and in garages.
	<input type="checkbox"/> 6. <b>Exterior lighting</b> – all lights function and have proper covers, no exposed wiring.	<input type="checkbox"/> 13. <b>Floor coverings</b> - coverings do not create tripping hazards or unsanitary conditions.	<input type="checkbox"/> 20. <b>Carbon Monoxide detectors</b> –located outside each sleeping area & on each level of a dwelling (including basements). Installation must be per manufacturer's instructions and per California Building Code.
	<input type="checkbox"/> 7. <b>Electrical panel</b> – all electrical panels are identified, all breakers/fuses are labeled and there is no exposed wiring.	<input type="checkbox"/> 14. <b>Plumbing fixtures/piping</b> – properly installed and in good condition without any leaks or clogs, no missing handles or spouts.	

No change in any portion of a building, structure, common area or any other work regulated by Code shall be required when such work was installed and is maintained in accordance with the Code in effect at the time of installation. A completed Rental Housing Inspection Checklist does not certify that any work done to the building or structure was in compliance with any permit or approval requirements.

I certify that I have inspected the aforementioned unit and that the information above is true and correct to the best of my knowledge. Name of Code Enforcement Officer: \_\_\_\_\_ Date: \_\_\_\_\_

Please correct the following violation(s) prior to the follow-up inspection scheduled for: \_\_\_\_\_.

**Notes / Comments below:**


Building Permit(s) Required if Checked\*

\_\_\_\_\_  \_\_\_\_\_  I have received a Self-Certification Packet (if applicable):  
(Signature of Owner or Local Contract Representative) Date

I, the undersigned, have lawful access or control of the rental housing unit described above. I freely and voluntarily give my consent to have the code enforcement officer of the City of Alhambra's Rental Housing Inspection Program enter and inspect my home (property) or unit.

Name: \_\_\_\_\_ Telephone: \_\_\_\_\_ Email: \_\_\_\_\_  
Signature: \_\_\_\_\_ Date: \_\_\_\_\_  Inspection conducted in the absence of occupant, with written consent.

\*If a building permit is required, please visit the Community Development Department's public counter located at 111 S. First Street, between the hours of 7:00 am & 5:30 pm, Monday to Thursday. Bring a copy of this checklist.