

Self-Certification Inspection Form



Address: _____ Unit #: _____ Date: _____

Check the box next to each item below that is inspected and found to be in compliance.

By checking each item(s) below, and signing this Inspection Form, you are certifying that you have personally inspected the specified item(s) in the listed unit(s) and verify that they meet the required standards.

EXTERIOR

- Address identification is clearly visible from the street and each individual unit is addressed.
- Exterior building components including roofing, siding and/or brick, sidewalks, driveways, etc. are in good condition.
- Chimney, if present, is in good condition.
- Building foundation is in good condition.
- Exterior property areas are free from accumulations of rubbish.
- Exterior doors are able to be secured by a lock, function properly, and are weather tight.
- Stormwater drainage components including roofs, gutters, downspouts, and site grading are adequate and prevent water from damaging the structure.
- Accessory structures including garages, sheds, etc. are in good condition.

FIRE SAFETY

- Functioning smoke alarm(s) are installed on every floor level, outside bedrooms within 15', and inside all bedrooms.
- Functioning carbon monoxide alarm(s) are installed outside the sleeping areas or in another approved location per the international fire code (IFC)
- No combustibles are being stored within 3' of a fuel burning equipment (furnace, boiler, water heater, etc.)
- All exits and exit pathways are free from obstruction inside and out.

ELECTRICAL EQUIPMENT

- All electrical equipment and wiring is in good condition and safely maintained.
- All receptacles within 6' of a water source are GFCI protected and GFCI protection was tested and found to be properly functioning.
- No unapproved extension cords or multi-plug adaptors in use. UL listed "power-strips" with built in surge protection are an approved device.
- All receptacles, switches, junction boxes, and panels have appropriate covers installed.

MECHANICAL EQUIPMENT

- All heating, ventilation, and air conditioning equipment is in good condition and safely maintained.
- Where required, combustion appliance exhaust venting is in good condition.
- Clothes dryer venting, if present, is properly installed.
NOTE: Plastic/Vinyl is not an approved material for clothes dryer venting.
- Appliances, including those required for the cooking or the storage of food, are properly installed and functional.

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PLUMBING EQUIPMENT & FIXTURES

- All plumbing fixtures are in good condition and free from leaks.
- All water supply and drain piping is in good condition, free from blockages, and leaks.

GENERAL REQUIREMENTS

- Interior property areas are free of pest infestations.
- Interior property areas are being maintained by the occupant in a clean, safe, and sanitary condition.
- Stairways are in good repair.
- Stairways with more than 4 stair risers have graspable handrails installed
- Elevated walking surfaces including stairways, decks, balconies, and sidewalks have guard rails installed and maintained in good condition when the adjacent surface is 30" or greater below the walking surface.
- Windows shall be kept in good condition, fully operational, free from broken/cracked glass, and have a tight-fitting screen.
- Interior surfaces including, floors, walls, and ceilings are in good condition, and are free from deteriorated paint.
- Interior doors, where present, function properly and can be opened from inside each room/area without the use of keys, tools, or special knowledge.

MULTI-UNIT PROPERTIES

- Fire alarm, if present, has been inspected within the last 12 months.
- Sprinkler, if present, has been inspected within the last 12 months.
- Backflow preventer, if present, has been inspected in the last 12 months.
- Where required, common area smoke alarms are present and functioning properly.
- Fire extinguishers are present either in each unit or in common areas within 75' of each unit and on the same floor level of each unit.
- Required emergency and exit lighting has been tested and is functioning properly.
- Common halls and stairways have adequate lighting.
- Grills are not located on combustible balconies or within 10' of combustible construction.

LEAD SAFETY

- Painted surfaces are maintained free from flaking, chipping, and cracking. NOTE: Structures constructed prior to 1978 may have lead based paint. All repairs must be conducted using lead safe work practices, following Iowa Department of Public Health (IDPH) guidelines including for occupant notification. For more information please visit: <https://dial.iowa.gov/media/8605/download?inline=>

By signing below, I certify the properties listed below have been personally inspected and meet the required standards.

Name of Property owner or Authorized Agent Performing Inspection

Signature

Date

(Rev 2-1-2025)