

**Pequea Township**  
**Lancaster County, Pennsylvania**  
**Self - Inspection Certification Checklist**

Dear Landlord:

Use this checklist to evaluate the condition of your rental property against the Property Maintenance Code adopted by the Township. While it is impossible to list every violation of the Code, this list contains violations that are commonly found during inspections in response to complaints. If a question is answered with a NO response, a code violation is likely to be present and will require you to take corrective action.

A copy of the 2009 International Property Maintenance Code is available for viewing at the Pequea Township Municipal Building during the posted office hours. The adopted Property Maintenance Code Ordinance can be viewed and printed from the Township website, [www.pequeatwp.org](http://www.pequeatwp.org)

## **Instructions**

### **Self-Inspection**

Vacant Residential Units - inspect and indicate vacant on the tenant signature line

Occupied Residential Units - schedule inspection with Occupants, inspect, obtain tenant signature and provide a copy of the signed checklist to the Occupants

Return Self-Inspection Certification Checklist to the Pequea Township Municipal Office no later than July 1 of each year.

### **Helpful Definitions:**

Egress: The free and unobstructed access to the exterior of a habitable space.

Habitable Space: Space in the structure used for living, sleeping, eating or cooking. (Bathrooms, toilet rooms, closets, halls, storage or utility spaces, and similar areas are not considered habitable spaces.)

Infestation: The presence, within or contiguous to, a structure or premises of insects, rats vermin or other pests.

## **Exterior of Home**

## **What you need to examine**

### **Yes / No**

- / ---- Are the street numbers visible from the road? (3-inches high & 1/2-inch stroke)
- / ---- Is the siding and paint in good condition?
- / ---- Are the garage/outbuildings structurally sound and in safe condition?
- / ---- Are the steps, decks and landings safe to use?
- / ---- Handrails present for all steps with four (4) or more risers? (Not less than 30-inches or more than 42-inches high above the nosing of the treads)
- / ---- Are there guardrails present for all open porches, decks, and landings higher than 30-inches above grade?
- / ---- Is garbage properly stored?
- / ---- Is the yard free from rubbish, or junk?
- / ---- Is the yard free from noxious weeds? Is yard vegetation (grass) under 10-inches in height?
- / ---- Is the house foundation free from holes, large cracks and openings?
- / ---- Is the house siding free of excessive peeling paint or rot and decay?
- / ---- Is the house roof weather tight?
- / ---- Are rain gutters, downspouts, & laterals in good condition?

## **Throughout the House**

### **Windows**

- / ---- Are all windows free from cracked or broken panes?
- / ---- All windows have latching hardware?
- / ---- All window glazing in good condition?
- / ---- All operable windows have screens? (no rips, tears, or holes)
- / ---- All window frames, sashes and sills in good condition and weatherproof?

**Yes / No**

---- / ---- All operable windows operate freely and capable of being held in position by hardware?

**Doors**

---- / ---- All exterior doors have locks?

---- / ---- Screen and storm doors in safe condition, with adequate hardware?

---- / ---- In a multi-family unit, do the fire doors (if required) self-close to latching?

**Surface Coverings**

---- / ---- Are all the walls and ceilings free from holes, peeling paint and / or loose plaster?

---- / ---- Are all the interior surfaces maintained in a safe and sanitary condition?

---- / ---- Are the floor coverings free of tripping hazards and capable of being cleaned?

**Electrical System**

---- / ---- Are all the electrical equipment, wiring and appliances installed properly and maintained in a safe and approved manner?

---- / ---- Are all cover plates for outlets, switches, and junction boxes in place?

---- / ---- Does every habitable space in the home have at least two separate and remote receptacle outlets?

---- / ---- Is the dwelling served by a main service that is not less than 60 amperes, three wires?

---- / ---- Is the electrical system free of hazards? 3 Electrical System Continued Yes No

---- / ---- Does the laundry area contain at least one grounded-type receptacle or GFCI outlet?

---- / ---- Are all receptacles (within 3' of a water sources) of the GFCI-type?

---- / ---- Does the bathroom contain at least one receptacle?

---- / ---- Is there a light fixture present for every public hall, interior stairway, toilet room, kitchen, bathroom, laundry room, and heat-system room?

Yes / No

---- / ---- Are drop cords being used properly by the tenants?

### **Heating System**

---- / ---- Is the heating system capable of maintaining a room temperature of 65 degrees F. in all habitable rooms, bathrooms and toilet rooms, based on a winter outdoor design temperature of minus 3 degrees F.?

---- / ---- Are all mechanical equipment, fireplaces and solid fuel-burning appliances installed properly and maintained in a safe working condition?

---- / ---- Are all fuel-burning heating equipment connected to an approved chimney or vent?

---- / ---- Does the fuel-burning equipment have a reliable source of combustion air?

---- / ---- Fuel-burning equipment has been inspected and Heat Source Form has been filled out by a recognized heating contractor?

### **Plumbing System**

---- / ---- Does the dwelling contain a bathtub or shower, lavatory, water closet and kitchen sink that is maintained in a safe working condition and free of leaks?

---- / ---- Are all the plumbing fixtures maintained in a safe and functional condition and free of leaks?

---- / ---- Are the plumbing fixtures connected to a public water system or an approved private water system?

---- / ---- Is the water heating equipment properly installed and equipped with a temperature and pressure relief valve and relief valve discharge pipe?

---- / ---- Are all the plumbing fixtures properly connected to an approved public or private sewer system?

---- / ---- Does all the plumbing stacks, vents, waste and sewer lines function properly and are free of obstructions, leaks and defects?

## Light, Ventilation, and Occupancy limitations

### Yes / No

- / --- Does every habitable space have at least one operable window that faces directly to the outdoors?
- / --- Does the bathroom or toilet room have either an operable window or a mechanical means of ventilation?
- / --- Is the clothes dryer properly vented?
- / --- Does every habitable room, except the kitchen, have a plan dimension of not less than seven (7) feet?
- / --- Is the kitchen or non-habitable spaces used for their intended purposes?
- / --- Does the dwelling meet the space needs of the occupants?

### **Fire Safety**

- / --- Are smoke detectors located on each floor of the dwelling, including the basement?
- / --- Are smoke detectors located within or immediately adjacent to all bedrooms?
- / --- Do all the smoke alarms function properly?
- / --- If you have a fire extinguisher present, is it accessible and in working condition?
- / --- Does every sleeping room/bedroom have a least one operable window that meets emergency egress/rescue standards?
- / --- Are hallways, exit doors, egress windows, and stairways unobstructed and clear of rubbish or stored materials?
- / --- Is there a 3-foot clearance around any heating appliance or other source of ignition within the home? (Not including cooking stoves)

**Other General Requirements**

**Yes / No**

---- / ---- Handrails present for all steps with four (4) or more risers? (Not less than 30-inches or more than 42-inches high above the nosing of the treads)

---- / ---- Is the residence free from insect and rodent infestation? (Note: The landlord will be responsible for extermination prior to renting or leasing the structure. In one family residences or nonresidential structures, the occupant will be responsible for the extermination. In multiple occupancies, the owner will be responsible for extermination in public or shared areas of the structure. If the occupant is responsible for the infestation, they will be responsible for the extermination in the occupied space.

**OCCUPANT VERIFICATION**

\_\_\_\_\_ verifies the Owner/Manager inspected  
(Occupant)

the Residential Rental Unit and has provided a copy of the Self-Inspection Certification Checklist for my/our records.

\_\_\_\_\_  
(Occupant)

\_\_\_\_\_  
(Date)

**OWNER/MANAGER VERIFICATION**

\_\_\_\_\_ verifies that the statements in the  
(Owner / Manager Name)

foregoing checklist are true and correct to the best of his/her knowledge and belief are made subject to the penalties of 18 PA C.S.A Section 4904 relating to unsworn falsification to authorities.

\_\_\_\_\_  
(Owner / Manager Signature)

\_\_\_\_\_  
(Date)