



# Residential Rental Property Maintenance Checklist

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The following checklist is meant to be used as a guide for common property maintenance items.  
It is not meant to include all code requirements.

|                   |   |   |  |
|-------------------|---|---|--|
| Property Address: | Pine River, MN 56474  |   |  |
| Number of Units:  | Total:  | Rental Units:   | Owner Occupied Units:  |
| Building Type:    | <input type="checkbox"/> Single Family<br><input type="checkbox"/> Duplex (2 units)<br><input type="checkbox"/> Triplex (3 units) | <input type="checkbox"/> Four-plex (4 units)<br><input type="checkbox"/> Apartment (5+ units) | <input type="checkbox"/> Manufactured Home<br><input type="checkbox"/> Mixed Use<br>(commercial / residential) |
| Name & Contact #: | Name:   | Phone #:  | # of off-street parking stalls:  |

## **EXTERIOR**

- Premises kept in clean, safe & sanitary condition
- Soil graded to prevent erosion & stagnant water
- Walkways, driveway & parking maintained
- Free from (noxious) weeds, tall grass
- Free from rodent harborage & infestation
- Vents, etc. not discharging onto adjacent property
- Accessory structures maintained
- No inoperative or unlicensed motor vehicles
- No damage or defacement of property
- Firewood stacked neatly

Comments:

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## **EXTERIOR STRUCTURE**

- Maintained in good repair & structurally sound
- Exterior walls weatherproof & maintained
- Weather-tight siding, no deterioration
- Exterior surfaces in good repair
- Wood surfaces weather-protected
- No peeling, chipping, chalking, or deteriorated paint
- House numbers (min. 4" high, visible from street)
- Structural support maintained & adequately sized
- Foundation plumb; free from open cracks & holes
- Foundation properly graded
- Roof, structurally sound & weatherproof
- Shingles & flashing in good condition & leak free
- Gutters in good condition, no obstructions, securely attached to drain water away from structure
- Soffits, overhangs, etc. maintained & securely fastened

- Cornices, decorative brick, etc. in sound condition
- Exterior stairs in good repair, evenly spaced & securely attached
- Handrails if 4 or more risers
- Decks, porches, etc. in good repair w/ guardrails if over 30" above grade
- Window & door frames weather tight, secure w/ proper hardware
- Glazing free from cracks & holes
- Windows easily openable & remain open
- Insect screens provided & in good repair
- Doors defect-free, functional & weather tight
- Multi-family dwelling unit doors comply with security and fire requirements
- Locks maintained & operable
- Basement hatchways (bulkhead enclosures) maintained weather & rodent tight
- Basement windows protected against rodents

Comments:

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## **EXTERIOR SECURITY**

- Unit doors equipped with dead bolt
- Locks to open without keys or special knowledge
- Windows within 6 feet of grade are lockable
- Basement hatchways secured against entry

Comments:

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**INTERIOR STRUCTURE**

- Structural support maintained & adequately sized
- Maintained in clean & sanitary condition
- Interior surfaces maintained & in good condition w/ no holes, water damage, chipping, flaking, or peeling paint
- No loose wall paper
- Flooring in good repair w/ no holes, loose surfaces, or trip hazards
- Stairs & floors in sound condition
- Handrails on all flights of stairs having 4 or more risers (min. 30", Max 42" above the nosing)
- Guardrails on open sides of stairs, landings, ramps, decks, etc. more than 30" above floor or grade below (min. 30" high w/ intermediate rails)
- Handrails & guards fastened & in good repair
- Doors operable & in good condition
- Locks maintained and operable
- Windows in good condition, no broken or cracked glass
- Frames in good repair, no chipping or peeling paint
- Easily openable, screens provided and in good repair
- Locks required

Comments:

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**KITCHEN**

- Hot (120 degrees) and cold running water
- Kitchen sink connected to sanitary sewer, with functioning obstruction-free drains
- Faucets min 1" gap above spill line
- Cabinets in good repair
- Appliances in good working condition/gas appliances connected w/ approved fittings and connectors
- Stove, refrigerators and other appliances clean, operable and in good repair
- Food preparation and cooking surfaces durable nonabsorbent, washable and well maintained

Comments:

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**BATHROOM**

- Tub/shower, washbasin, and toilet all properly installed, maintained, and in good repair with caulking intact and fully functional
- Faucets min 1" gap above spill line
- Openable window or mechanical ventilation required
- At least 1 lighting fixture
- Hot and cold running water required from each fixture, fixtures must not leak

Comments:

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**SLEEPING ROOM (S)**

- Proper doors/egress window to outside, with clear pathways, windows not blocked
- Operable smoke alarms, light, ventilation, egress windows, and window treatments required
- Window coverings in good repair
- Light fixture or outlets available
- Carbon monoxide detector w/ in 10'

Comments:

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**FIRE PROTECTION INTERIOR / EXTERIOR**

- Clear, safe distance of paint, boxes, rags and any other
- Path of egress not blocked by debris, storage, trash, snow/ice, etc.
- Continuous graspable hand rails in all stairways, and floor coverings secured
- Fire extinguishers provided and serviced where required
- Fire rated doors provided where required, (such as attached garages)

Comments:

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**SMOKE & CARBON MONOXIDE ALARMS**

- All fire detection, alarm, & suppression devices are maintained & operable
- All smoke alarms installed per manufacture's instruction, with working batteries and functional connections.
- At least one smoke alarm on each level for habitable space and one in the basement or crawl space if accessible
- Smoke alarms in each sleeping room
- All smoke alarms listed and installed to NFPA72 standards
- Alarms hardwired & interconnected in new construction
- Carbon monoxide alarms within 10' of each sleeping room
- Fire extinguishers in all apartment buildings IFC906

Comments:

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**FIRE-RESISTANCE RATINGS**

- Fire-resistance-rated walls, fire stops, shaft enclosures, partitions & floors are maintained
- Opening protectives maintained & operable
- Fire & smoke barrier doors are not blocked or inoperable

Comments:

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**MEANS OF EGRESS**

- Safe, continuous & unobstructed path to public way
- Egress doors do not need keys, special knowledge or effort to unlock from the inside

**EMERGENCY ESCAPE OPENINGS:**

- Maintained to code in effect at time of construction
- Operational without the use of keys or tools
- Bars, grills & grates are releasable / removable from inside without key, tool or force greater than that of a window

Comments:

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**RUBBISH & GARBAGE**

- Proper containers with lids that tightly fit
- Free from accumulation of trash/garbage & not overflowing onto ground
- Owner provides leak-proof, covered, outside garbage containers
- Proper containment for compost
- No abandoned or stored refrigerators allowed

Comments:

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**EXTERMINATION**

- All structures free from insect & rodent infestation (extermination not to be hazardous to human health, precaution taken against re-infestation)

Comments:

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**LIGHT**

- Each habitable space has at least one window (glazing be min. of 8% of total floor area)
- Other spaces have adequate lighting

**MULTI-UNIT DWELLINGS (more than 2 units)**

- Adequate light on common halls & stairs (min. 60 watt per 200 sq ft, max. 30 ft between)

Comments:

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**VENTILATION**

- Min. one operable window in every habitable space (total operable area to be min. 45% of required glazing [see above])
- Window or mechanical ventilation in every bathroom & toilet room
- Exhaust vents where fumes, gases, etc. produced
- Clothes dryers exhausted per manuf. Instructions

**ROOMING HOUSES & DORMS:**

- No cooking appliances in units

Comments:

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**REQUIRED FACILITIES**

Each unit has bathtub or shower, lavatory toilet & kitchen sink

**ROOMING HOUSES:**

Min. 1 toilet, lav. & bathtub or shower per 4 units

Comments:

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**TOILET ROOMS**

Bathroom is not used as passageway

Bathroom has lockable door

**ROOMING HOUSES & DORMS:**

Max. 1 flight of stairs to bathroom

Comments:

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**PLUMBING/GAS SYSTEMS & FIXTURES**

Plumbing installed and maintained to code

Fixtures are properly installed & maintained

Fixtures have adequate clearance

Gas flex connectors must be UL or AGA listed and approved

Adequate hot and cold running water to all sinks/tubs

All drains connected to sanitary sewer

Backflow devices provided where required, including hose bibs and hand held showers heads

Shutoffs provided where required

Faucets a minimum 1' above spill lines

No hazards in plumbing system to occupants or structure – may include:

undersized piping, inadequate venting, cross connections, lack of backflow prevention, damaged or worn piping or fixtures, obstructed piping or fixtures, inadequate support, inadequate water pressure or volume

Comments:

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**STORM DRAINAGE**

Drainage of roofs & paved areas does not cause a public nuisance

Storm water discharged away from structures

Comments:

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**SANITARY DRAINAGE SYSTEM**

Every stack, vent, waste & sewer line in good condition

No "S" traps/flexible style waste lines

Sanitary drainage system free of leaks, approved materials, correct slope, free of "patching"

Fixture vents provided & maintained

Each fixture has a trap

Adequate support on all piping

Comments:

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**WATER SYSTEM**

Sinks, laundry facilities, bathtubs & showers have hot & cold running water

All water inlets located above flood-level rim of fixtures

Hose bibs & faucets with permanently attached hoses have vacuum breakers

**WATER HEATERS:**

Adequate combustion air in small rooms

Temp & pressure-relief valve & discharge pipe

Electrical & gas lines properly installed

Accessible gas shut off valve

Approved vent/chimney; approved material in good condition; adequate slope, clearance & support

Comments:

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**HEATING FACILITIES**

Heating facilities capable of maintaining 68°F in all habitable rooms, bathrooms & toilet rooms (measured 3 ft above the floor, min. 2 ft from wall)

Forced-air heat: Separate furnaces serve each unit [2006 MN Mechanical Code, Section 618.7]

Comments:

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**DUCT SYSTEMS**

Functional & maintained free of obstructions

Comments:

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**MECHANICAL EQUIPMENT**

- Permanent heating facility must be properly installed/maintained, temporary devices not used as primary heating source
- Heating facility capable of maintaining dwelling at 68 degrees F or higher
- Fuel-burning appliances/equipment must be connected to approved chimney/flue/vent
- Service repair records of mechanical systems may be required
- Clearances to combustibles maintained
- Safety controls maintained in effective operation
- Combustion & ventilation air provided in the space containing fuel-burning equipment
- Energy conservation devices installed are labeled & approved

Comments:

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**ELECTRICAL FACILITIES**

- Properly installed service panel
- Electrical panel accessible, 3' clearance
- Min. 60-amp service with proper fusing & over-current protection
- Intact, functional wiring and fixtures
- Adequate service at outlets, cover plates installed on all outlets, switches, and junctions
- Temporary use extension cords not used in lieu of permanent wiring
- No hazards in electrical system to occupants or structure – may include:  
insufficient receptacle distribution, lack of sufficient lighting, damaged or worn wiring, improperly installed wiring, lack of grounding, inadequate support, exposed conductors, missing cover plates, excessive use of extension cords, overloaded receptacle or circuitry, lack of GFCI protection

Comments:

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**ELECTRICAL EQUIPMENT**

- All equipment properly installed & maintained
- Min.1 lighting fixture in every hall, stairway, toilet room, bathroom, kitchen, laundry & mechanical room

**RECEPTICLES:**

- Every habitable space has min. of 2 (separated)
- Laundry outlet to be grounded and/or GFCI

- Every bathroom has min. 1 receptacle (new receptacles to be GFCI protected)

Comments:

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**ELEVATORS & DUMBWAITERS**

- Most current certification of inspection on display (annual testing required per MR Chapter 1307)
- Min. 1 elevator in operation when available

Comments:

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**VEHICLE REGULATIONS**

- No abandon, unlicensed, or inoperable vehicles parked/stored on property
- All vehicles parked on approved parking
- Car repairs (except for minor ones by owner) prohibited on property

Comments:

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**ACCESSORY STRUCTURES / GARAGES**

- In good repair and weather-protected
- Secured with lock(s), not open to trespass
- No broken windows

Comments:

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**FENCES**

- Well-maintained and weather resistant
- Meets zoning code location requirements

Comments:

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**OCCUPANCY**

- Dwelling units provide privacy
- Habitable rooms are min. 7 ft wide
- Kitchen passageways are min. 3 ft clear
- Habitable spaces have min. 7 ft ceiling height
- Unfinished basements min. 6 ft – 4 in ceiling height
- Basements meet permit construction requirements for light, ventilation, egress, etc. prior to habitation
- Min. 1/3 of required floor area in bedrooms with sloped ceilings shall have min. 7 ft ceiling height
- Max 1 family per unit (City Unified Dev. Ordinance Section 1-120, see definition of Family)
- Room available for food prep., storage & disposal

**BEDROOMS & LIVNG ROOMS:**

- Living room is min. 120 sq ft
- Each bedroom is min. 70 sq ft
- Access to bedroom not through another bedroom
- Access to bathroom not through a bedroom
- No sleeping in kitchens or unfinished spaces
- Occupied sleeping rooms must have proper egress or door openings

**EFFICIENCY UNITS (max. 3 occupants):**

- 1-2 occupants: min. 220 sq ft
- 3 occupants: min. 320 sq ft
- Kitchen sink, stove, refrigerator each have a clear working space of 30 inches in front
- Separate bathroom (min. sink, toilet, shower)

Comments:

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**\*\*\*Electrical, plumbing, and mechanical work on rental property requires licensed contractors**

**\*\*\*Structural alterations require permits**

**\*\*\*New dwelling units within an existing structure require zoning approval, plan review, and proper permits**

**QUESTIONS?**

**Housing Inspector:** If you have any questions about this form or the Rental Registration Program, please contact City of Pine River Building Inspector, Jon Stewart at: 218-507-0369.

Additional questions may be directed to City of Pine River Clerk, Terri Dabill, at: 218-587-2440.