



### BALTIMORE CITY RENTAL LICENSE INSPECTION FORM

One form must be returned for each unit inspected

*Note: Please refer to the Inspector Guidance document before you begin the inspection.*

#### Inspector Information:

Name: \_\_\_\_\_ Email: \_\_\_\_\_

Address: \_\_\_\_\_ Phone: \_\_\_\_\_

Company Name: \_\_\_\_\_

State License #: \_\_\_\_\_

Authorization: I certify that I am a Maryland State Licensed Home Inspector who is registered with Baltimore City's Department of Housing and Community Development.

Interest: I certify that neither I, nor any partner, director, officer employee or agent of mine, or my business has any financial interest in: the rental dwelling unit inspected; the owner or operator of the rental dwelling unit; or any owner, partner, director, officer, employee, or agent of the rental dwelling unit's owner or operator.

Certification of Satisfactory Compliance: I confirm that the following is the result of the inspection I have performed.

The unit passed the Rental Inspection Checklist and Addendum, where applicable. Yes or No

Signature: \_\_\_\_\_ Inspection Date: \_\_\_\_\_

#### Property Information:

Physical Address: \_\_\_\_\_ Unit #: \_\_\_\_\_

Home Type: 1-2 Family Detached 1-2 Family Rowhome 1-2 Family Semi Detached  
Multi-Unit Rowhome  Multi-Unit High Rise  Multi-Unit Garden Style Apts.  
 Condo

Number of bedrooms in unit: \_\_\_\_\_ Number of units in building: \_\_\_\_\_

#### Requestor Information:

Name of person requesting inspection: Name: \_\_\_\_\_

Address: \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

Check one: Owner Manager Resident Agent Other (specify)\_\_\_\_\_



### RENTAL INSPECTION CHECKLIST

| Item |   | Inspection   |      | Re-inspection<br>(if necessary) |      |
|------|---|--------------|------|---------------------------------|------|
|      |   | Pass or Fail | Date | Pass or Fail                    | Date |
| A.   | Railing is present for interior & exterior steps with more than 3 risers.   |              |      |                                 |      |
| B.1  | Gas service is metered and active.  |              |      |                                 |      |
| B.2  | Electric service is metered and active.   |              |      |                                 |      |
| C.   | Electrical live wires are not visible in living areas.  |              |      |                                 |      |
| D.1  | Electrical outlets are protected by cover plates.   |              |      |                                 |      |
| D.2  | Electrical outlets in areas where water is generally present (e.g. kitchen, bathroom) are Ground Fault Interrupter (GFI) protected.               |              |      |                                 |      |
| D.3  | Lighting fixtures are functional and switches protected by cover plates.  |              |      |                                 |      |
| E.   | Smoke Detectors are properly installed and operational.   |              |      |                                 |      |
| F.   | Carbon Monoxide Alarms are properly installed and operational.<br>(Enter N/A if not applicable)   |              |      |                                 |      |
| G.1  | There is both hot and cold running water with the hot water having a minimum temperature of 110°F.  |              |      |                                 |      |
| G.2  | Plumbing fixtures do not leak.  |              |      |                                 |      |
| G.3  | All toilets properly flush.   |              |      |                                 |      |
| H.   | Property appears to be free of interior leaks from water supply and waste lines.  |              |      |                                 |      |
| I.1  | Windows, which are designed to do so, open and close and have a working locking mechanism.  |              |      |                                 |      |
| I.2  | All entry doors to individual units close and have a working locking mechanism.   |              |      |                                 |      |
| J.   | Exterior walls and interior ceilings, are free of openings that will allow the entry, into the home, of weather elements such as rain, snow, etc. |              |      |                                 |      |
| K.   | Exterior gutter and downspout system is installed and designed to channel water away from the property.   |              |      |                                 |      |
| L.   | The property has an operable heat supply system.  |              |      |                                 |      |

Rental Address: \_\_\_\_\_ Unit #: \_\_\_\_\_ Inspector's Initials: \_\_\_\_\_



Items in the area below may receive a result of “Refer” if the Inspector determines that the circumstances do not warrant a Pass, but instead require the Rental Inspector to notify Baltimore City Department of Housing and Community Development for further review. Please refer to the “Inspector Guidance” document for more information on circumstances that could meet these criteria. Note: Any referrals will be subject to a complete re-inspection by a Housing Code Enforcement Inspector.

|  | Item  | Pass or Refer | Date |
|--|---|---------------|------|
| M.   | The interior of the property is clean and sanitary.   |               |      |
| N.   | The exterior is free of rodent burrows.   |               |      |
| O.   | The interior of the property appears to be free of signs of infestation by rodents, insects, or pests.  |               |      |
| P.   | If there is a bedroom in the basement, there is proper egress in case of fire.<br>(Enter N/A if no basement bedroom)  |               |      |
| Q.   | Are there any other readily observable problems that in an inspector’s opinion represent an immediate threat to the health and safety of occupant?<br>If “yes” please describe. |               |      |
| <b>311 Report # (for Referral’s only):</b> |   |               |      |

**For Use by Property Owner/Manager Only**

**REQUEST FOR A “PROPERTY OWNER INSPECTION REVIEW”**

A request can be submitted for Baltimore City’s Department of Housing and Community Development to perform a review of failed result(s) of the Inspection with which you disagree.

Only Checklist Items A through L are eligible for review.

Requests must be received by the Department of Housing and Community Development within 15 business days of the inspection being completed.

How to submit a request:

1. Message Board feature in your Registration Account
  - Upload this Inspection Form
  - Attach a letter containing the details of the items you would like to have reviewed, including any additional information (e.g. photos, etc.).
2. Mail to the address provided at the bottom of this form
  - Mail in this Inspection Form
  - Include a letter containing the details of the items you would like to have reviewed, including any additional information (e.g. photos, etc.).

**NOTE:**

1. Property owners utilizing this form agree to hold the inspector and inspection company harmless for any use or interpretation of this form other than herein stated: This report is provided solely for property licensing purposes and may not be used as the determining factor regarding property conditions. Property owners and occupants must use additional means to determine conditions and to maintain and use the property in compliance with applicable laws and requirements and in a safe, sanitary and habitable manner.
2. This inspection is limited to the checklist items set forth by the Baltimore City DHCD as required under Article 13 Subtitle 5 of the Baltimore City Code.
3. This inspection shall not be construed as a “home inspection” as defined under Maryland law.
4. This inspection shall not be construed as a “pest control consultation” as defined under Maryland law (COMAR Title 15 Subtitle 5). A Maryland licensed pest control professional should be consulted to identify pest issues, develop treatment plans and exterminate pests.
5. The Inspector completing this report may not repair, or recommend any person to repair, any of the items listed above that fail.
6. If scanning multiple forms please keep them in one pdf.
7. Photographs are not required.
8. The Inspector Guidance document provides additional guidance on these checklist items.
9. The Property Owners should note that the correction of some of the items identified as a “Fail” may require permits. Visit [http://www.baltimorehousing.org/permit\\_resources](http://www.baltimorehousing.org/permit_resources) to determine if a permit is required for the work.
10. Inspections performed are valid, and will only be accepted within 30 days of completion for 1-2 unit dwellings and within 90 days of completion for multi-family dwellings.

Baltimore City Department of Housing and Community Development  
Licensing and Registration Office  
417 E. Fayette Street, Room 100, Baltimore, MD 21202  
410-396-3575

Rental Address: \_\_\_\_\_ Unit #: \_\_\_\_\_ Inspector's Initials: \_\_\_\_\_