

Borough of Berwick-Residential Rental Property Inspection Program  
**Exterior Property Checklist**

Chimneys

- Mortar joints
- Missing brick(s)

Roofs

- Damaged / in disrepair
- Notes \_\_\_\_\_

Gutters/Downspouts

- Missing gutters and/or downspouts
- Gutters / downspouts need repair

Exterior Walls /Trim

- Walls need repair
- Broken trim/corner boards
- Deteriorated/rotten siding
- Deteriorated soffit and/or fascia boards
- Loose and/or peeling paint
- Notes \_\_\_\_\_

Foundation Walls

- Mortar joints loose/deteriorating
- Repairs needed
- Notes \_\_\_\_\_

Steps, Handrails/Guards

- Broken/missing steps
- Missing handrails/guardrails
- Poor condition/not firmly fastened
- Notes \_\_\_\_\_

Windows & Doors / Frames and Trim

- Repair window frames
- Provide screens
- Broken/cracked glass
- Deteriorated frame/sash
- Missing glass
- Doors and frames not maintained
- Missing/broken knobs
- Inadequate locks

Exterior Yard Areas

- Accumulation of rubbish and garbage
- Overgrown weeds or grass
- Unregistered or junk vehicles
- Notes \_\_\_\_\_

**Borough of Berwick-Residential Rental Property Inspection Program**  
**Interior Property Checklist**

**Living Room and/or Dining Room**

- Defective/missing smoke detector
- Insufficient electrical outlets
- Defective windows
- Defective walls
- Defective ceilings
- Defective floors
- Hazardous use of electrical extension cords
- Missing/ damaged outlet covers
- Defective windows/hardware
- Defective doors/hardware
- Defective floors
- Defective walls
- Defective ceilings
- Notes \_\_\_\_\_

**Kitchen**

- Defective sink/faucet
- Defective drains
- Insufficient water pressure
- Kitchen cabinetry defective
- Defective floors
- Defective ceiling
- Defective walls
- Insufficient electric outlets
- Hazardous use of electrical extension cords
- Insects/vermin present
- Notes \_\_\_\_\_

**Bathroom**

- Defective toilet
- Defective bathtub/shower
- Inadequate ventilation
- Defective drains
- Electrical hazards
- GFCI needed
- Defective floor
- Defective walls
- Defective ceiling
- Privacy door needed
- Notes \_\_\_\_\_

**Bedrooms**

- Defective/missing smoke detector(s)
- Insufficient electrical outlets

- Defective windows
- Defective walls
- Defective ceilings
- Defective floors
- Hazardous use of electrical extension cords
- Area too small (min 70 sqft)
- Notes \_\_\_\_\_

**Bedrooms**

- Defective/missing smoke detector(s)
- Insufficient electrical outlets
- Defective windows
- Defective walls
- Defective ceilings
- Defective floors
- Hazardous use of electrical extension cords
- Area too small (min 70 sqft)
- Notes \_\_\_\_\_

**Bedrooms**

- Defective/missing smoke detector(s)
- Insufficient electrical outlets
- Defective windows
- Defective walls
- Defective ceilings
- Defective floors
- Hazardous use of electrical extension cords
- Area too small (min 70 sqft)
- Notes \_\_\_\_\_

**Basement**

- Improper gas shut-off valve
- Defective flue pipe
- Flue not mortared to chimney properly
- Improper water heater connection
- Hot water tank discharge pipe needed
- Uninspected electrical service panel
- Improper wiring
- Exposed wiring/boxes
- Improper use of 30 amp fuses
- Washing machine safe-waste needed
- Improper drains
- Improper stairs and/or handrails
- Smoke detectors absent
- Illegal basement sleeping rooms
- Foundation repairs needed
- Broken basement windows
- Unsanitary condition present (sewage)
- Basement Unsanitary (garbage, junk etc.)
- Insects and/or vermin present
- Notes \_\_\_\_\_

**Attic**

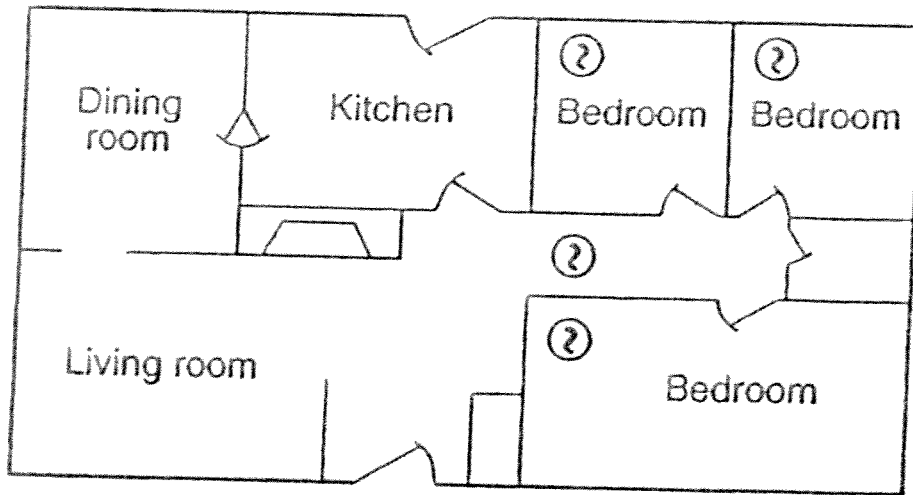
- Insufficient handrails/guards
- Defective steps
- Absent smoke detector
- Exposed wiring/boxes
- Roof leaks
- Unsanitary or Fire Hazard (accumulation of debris)
- Broken windows
- Notes \_\_\_\_\_

**Zoning**

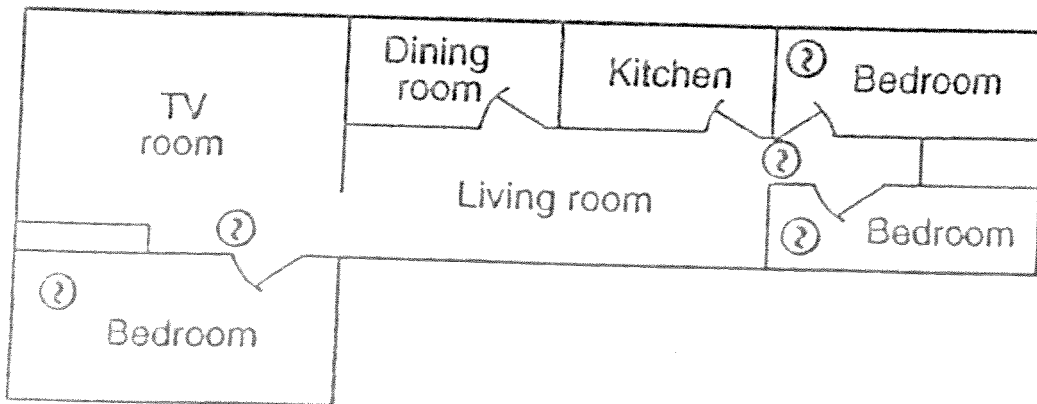
- Property not in compliance with zoning regulations
- Follow up required
- Notes \_\_\_\_\_

**Fire and Life Safety Issues**

- Means of Egress issues
- Smoke detectors
- Notes \_\_\_\_\_



**FIGURE A.11.5.1(b) A Smoke Alarm Should Be Located Between the Sleeping Area and the Rest of the Dwelling Unit as Well as in Each Bedroom.**



**FIGURE A.11.5.1(c) In Dwelling Units with More Than One Sleeping Area, a Smoke Alarm Should Be Provided to Protect Each Sleeping Area in Addition to Smoke Alarms Required in Bedrooms.**