



City of Peoria – Property Owner/Tenant Self Inspection Form

An inspection is required by the tenant and property owner prior to tenant occupancy or annually and is required to be documented on this form provided by the City of Peoria. This inspection will consist of items related to health and life-threatening violations and are outlined on the checklist below. **This inspection form is the responsibility of the property owner to maintain and made readily available at the request of the City. Failure to provide the inspection form at the request of the City will result in a fine of no less than \$200.00 and no more than \$500.00.**

Property Information (Please Print)

Address of Unit: _____ Unit Number: _____

Year unit was constructed: _____

Number of Bedrooms: _____

Legal number of occupants allowed by the City of Peoria Code: _____

Property Owner Information

Name: _____

Mailing Address: _____

Contact Phone Number: _____

Tenant Information

Name on Lease: _____

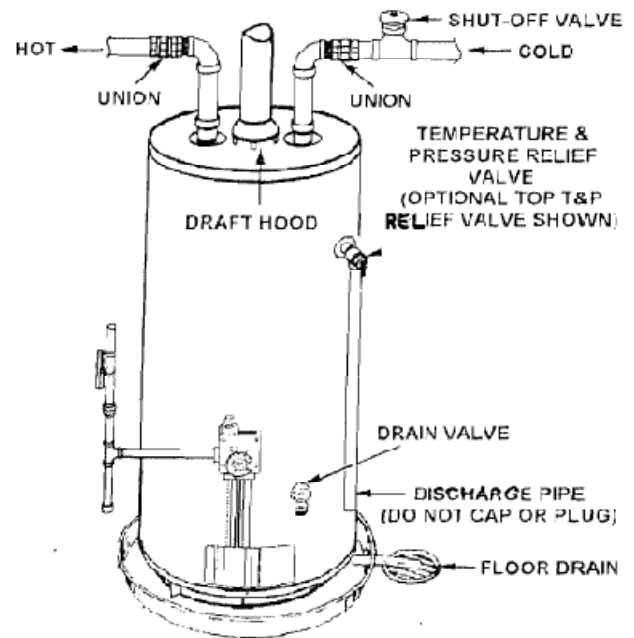
Driver's License or other form of ID provided: _____ Yes _____ No

This self-inspection checklist is required to be filled out by the tenant and property owner prior to tenant occupancy or annually. **Each item on the checklist must be verified as being in compliance or marked as "Not Applicable."** Use the "Notes" section to explain why the item is not applicable or relay any other information about the checked items. Property owners and tenants should recognize that this self-inspection checklist is not all-inclusive and that in addition to the items listed below, property owners are responsible for ensuring their rental units comply with all other applicable codes. In addition, it is the tenants and the property owner's responsibility to report any code violations to the city of Peoria. **Tenants should realize that by signing this form, they acknowledge all of the items addressed were in compliance at the time of move in and they potentially could be responsible for damage that occurs during their occupancy.**

Items to be Addressed	Compliance Verified	Not Applicable	Notes
Doors and Locks			
Entry doors are equipped with locks			
Passage door locks are equipped with deadlocking latches			
All locks work			
All exterior doors open and shut properly and provide a tight fit			
Electrical			
All Electrical receptacles function and have cover plates.			
The unit is free from exposed or bare live wires			
There are no exposed knob or tube wiring			
All light switches function and have cover plates			
No extension cords in use			
Panel board is labeled and the panel cover is installed			
No loose, dangling or improperly installed wires			
Panel board is bonded to water pipe			
All light fixtures function and are mounted on a box			
Kitchen			
The sink is present and operable			
The sink is connected to a sewerage system			
The sink is connected to a water supply system			
The kitchen sink and faucets drain properly and don't leak			

Items to be Addressed	Compliance Verified	Not Applicable	Notes
Smoke Detectors			
Smoke detectors are installed in hallways and sleeping rooms as required.			
Smoke Detectors are in working order			
Carbon Monoxide Detector is operational			
Bathroom			
The toilet is operable and present			
The toilet tank is in good condition (no cracks)			
The flush valve assembly is working properly			
The sink, bathtub, and toilets drain properly			
Heating/Air Conditioner			
Heating Facilities are present and in safe operable conditions			
Vents are not touching combustibles or wiring			
Horizontal vent runs have an upward pitch			
Vent material has not deteriorated			
Furnace and/or water heater vents do not share a fireplace with a chimney			
Unused openings in chimney are sealed			
Chimney (where visible) is free of cracks and loose bricks			
The furnace is not in a room used for sleeping purposes			
The furnace is set up so furnace filters may be changed per requirements			
The gas supply service is turned on and operable			
There are no apparent gas leaks (smell of sulfur)			

Items to be Addressed	Compliance Verified	Not Applicable	Notes
Water Heater			
The water heater is operable and properly installed			
The water heater has a temperature and pressure relief valve			
The gas water heater has a gas shut-off valve			
The gas water heater is properly vented			
The water heater vent connector is not rusted and is code compliant			
The water heater has a cold water shut-off within five feet of heater			
The gas water heater has a draft hood			
The gas water heater is not located in a bedroom, bathroom or kitchen			
Relief valve discharge is copper or galvanized pipe and terminates within six inches of floor.			
No threads are on the relief valve discharge pipe.			
Other			
Water supply lines are free of leaks			
Water supply service is turned on and operable			
The plumbing fixtures are supplied with hot and cold running water			
The sewer drain pipes are not blocked			
Open steps have required handrails and balusters			
Stair threads are sound, in good condition and without movement and have no missing, broken or loose parts			
Ceilings and walls are free from roof leaks (No water stains)			
Exit signs are in working order (Common areas of multi units) as required			



Certification

I certify that I have inspected the aforementioned unit and that the information above is true and correct. I acknowledge that I am to keep this file readily available in case the City of Peoria requests it. Failure to prove the form at the request of the City will result in a fine of no less than \$200.00 and no more than \$500.00. I also agree not to allow occupancy to occur until all items to be addressed and all other applicable city codes are in compliance and verified on this sheet.

Property owner Signature

Date

I certify that I have inspected the aforementioned unit and that the information above is true and all items to be addressed are in compliance. (It is recommended that the tenant retain a copy of this signed checklist.)

Tenant Signature

Date