



# Certified Property Inspection Checklist

| Y                        | N                        | N/A                      |           | <b><u>Posting Requirements</u></b><br>(Notice posted inside unit may be included within a binder.)                                                                                                                                                                                                                                                                                                                                                                                        |
|--------------------------|--------------------------|--------------------------|-----------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <b>1</b>  | Notice of the maximum number of occupants permitted to stay overnight.                                                                                                                                                                                                                                                                                                                                                                                                                    |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <b>2</b>  | Notice of maximum number of vehicles allowed, location of on-site parking spaces, and parking rules for seasonal snow removal. Notification that failure to conform to the parking and occupancy requirements is a violation of the Municipal Code.                                                                                                                                                                                                                                       |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <b>3</b>  | Notification that an occupant may be cited for creating a disturbance or violating the Quality-of-Life Ordinance.                                                                                                                                                                                                                                                                                                                                                                         |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <b>4</b>  | Notification that trash/refuse is not to be left on the property, unless it is deposited in bear resistant containers or within a dumpster serving the property; specific instructions on opening and securing animal resistant dumpsters.                                                                                                                                                                                                                                                |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <b>5</b>  | Notification of 24-hour local emergency contact information. Physical street address of the unit, as well as emergency contact information including 911 and non-emergency contact information for the Fire District and Police Department.                                                                                                                                                                                                                                               |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <b>6</b>  | Evacuation plan showing exit routes, exits, and fire extinguisher locations. The evacuation plan should be within a sheet protector or other method to ensure that it remains legible and does not become damaged.                                                                                                                                                                                                                                                                        |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <b>7</b>  | The current version of the visitor expectation guide must be posted in a visible location.                                                                                                                                                                                                                                                                                                                                                                                                |
| Y                        | N                        | N/A                      |           | <b><u>Fire Safety</u></b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <b>8</b>  | Smoke alarms in each bedroom and hallway/areas leading to bedrooms. 4 to 12 inches down from ceilings, if located on walls, and within 36 inches of highest point on vaulted ceiling. May defer to manufacturers' notes.                                                                                                                                                                                                                                                                  |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <b>9</b>  | Carbon monoxide alarms in each bedroom or hallway/area leading to bedroom. A minimum of one per floor.                                                                                                                                                                                                                                                                                                                                                                                    |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <b>10</b> | Propane sensor in lowest habitable space and crawl space, if applicable.                                                                                                                                                                                                                                                                                                                                                                                                                  |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <b>11</b> | Minimum of one (1) 2A10BC type extinguisher per 3,000 ft. of floor area, with top of extinguisher mounted between 3-5 feet above the floor, with current state certification tag. Fire extinguishers may be located within a labeled cabinet.                                                                                                                                                                                                                                             |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <b>12</b> | No tree limbs within ten (10) feet of chimney stack openings. If the inspectors observe tree limbs within 10 feet of chimney stack openings, the inspector should notify the Mammoth Lakes Fire Protection District who will respond to the issue. This situation does not warrant failure of the inspection.                                                                                                                                                                             |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <b>13</b> | If there is a fireplace or solid fuel barbeque, there is a minimum 5-gallon metal container with tight-fitting lid and clearly labeled disposal instructions (e.g. For Fireplace Ashes). Open fireplaces without glass need a screen to prevent rolling logs. Clearance of furniture and other combustible materials from fireplace openings (54 inches) and from the front of wall or floor heaters (30 inches). A minimum of six inches of clearance is required for baseboard heaters. |

|                          |                          |                          |           |                                                                                                                                                                                                                                                                                                                                                                                             |
|--------------------------|--------------------------|--------------------------|-----------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <b>14</b> | Flammable liquid storage: maximum 5-gallons, for maintenance purposes may be stored in approved containers.                                                                                                                                                                                                                                                                                 |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <b>15</b> | Charcoal and wood BBQs are prohibited within 10 feet of combustible construction materials. No open flame cooking devices are permitted on balconies of mid-rise or high-rise structures.                                                                                                                                                                                                   |
| Y                        | N                        | N/A                      |           | <b><u>Habitability Requirements</u></b>                                                                                                                                                                                                                                                                                                                                                     |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <b>16</b> | Locking mechanisms on the front exit door must operate from inside without the use of a key. If a unit is more than 3,000 sq. ft., there must be an additional exit door complying with this requirement.                                                                                                                                                                                   |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <b>17</b> | Main entrance illuminated when unit is occupied by a light which does not create a nuisance to adjacent properties and complies with Municipal Code Section 17.36.030. Unit numbers displayed next to the door (for condos) or street address displayed upon the front of the building and/or on the side facing the street (for single family homes). The number shall be plainly visible. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <b>18</b> | No exposed wiring or overloaded electrical circuits, including those within the electrical sub panel.                                                                                                                                                                                                                                                                                       |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <b>19</b> | Faucets and fixtures in working condition. No leaking fixtures or clogged or leaking wastewater lines. Showers, sinks, and bathing facilities shall be clean and drain properly.                                                                                                                                                                                                            |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <b>20</b> | No evidence of pest infestations.                                                                                                                                                                                                                                                                                                                                                           |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <b>21</b> | One screened window per bedroom for ventilation.                                                                                                                                                                                                                                                                                                                                            |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <b>22</b> | No accumulation of trash and/or debris inside/outside of unit. Trash must be deposited into garbage receptacles. Exits, including bedroom egress windows, are clear of storage, debris, furniture, and impedances.                                                                                                                                                                          |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <b>23</b> | All steps, decks, and railings are stable and structurally sound.                                                                                                                                                                                                                                                                                                                           |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <b>24</b> | All appliances, furnaces, and water heaters are operational. Water heaters have code-compliant earthquake straps. No combustible materials stored around or within water heaters and furnace compartments.                                                                                                                                                                                  |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <b>25</b> | Hot tubs, pools, and spas are fenced or equipped with an approved cover, are in a safe and sanitary condition, and lock as required by state law. (No inspection of common area hot tubs, pools, or spas is required)                                                                                                                                                                       |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <b>26</b> | Emergency exit routes are lit with plug-in lighting and/or battery-operated emergency lights for power outages. The intent of the emergency lighting is to provide a reasonably lit path of travel from areas within the unit to the front door or public way. No new electrical outlets need to be installed for this purpose.                                                             |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <b>27</b> | Parking – Adequate parking spaces are available for tenants                                                                                                                                                                                                                                                                                                                                 |