

City of Peoria – Property Owner/Tenant Self-Inspection Form



Property Owner Information

Name: _____ 24- Hour Emergency Contact Phone Number: _____

Mailing Address: _____

Property Information (Please Print)

Address of Unit: _____ Unit Number: _____ Number of Bedrooms: _____

Tenant Information

Name on Lease: _____

A joint inspection by the tenant and property owner is required prior to tenant occupancy. Inspection results are required to be documented on this form. **The property owner shall retain one copy and shall provide one copy to the City of Peoria. Failure to complete and provide the inspection form may result in a fine of no less than \$200.00.**

Each item on the checklist must be completed. If an item isn't applicable, please indicate as such. Tenants should realize that by signing this form, they acknowledge all the items addressed complied at the time of move in and they potentially could be responsible for damage that occurs during their occupancy.

Is the property owner responsible for providing cooking appliances? (Both parties need to initial to acknowledge question was asked.)

Yes, what appliances? _____

No

Did the property owner disclose if the property has been treated for an infestation of bed bugs in the last twelve months?

Yes _____ Initials

Did the property owner disclose if the property was found in violation of the Health Department lead based paint standards and received a test that required mitigation in the last twenty-four months?

Yes _____ Initials

Did the property owner disclose if the property has had any judgements rendered against it via the City of Peoria Administrative Hearing Officer in the last twelve months for City of Peoria Chapter 5 violations?

Yes _____ Initials

I certify that I have inspected the aforementioned unit and that the information above is true and correct. 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/Manager

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

Date

Required Items	2018 IMPC Section (Blue Gray Section)
	Compliance Verified (White Section)
Smoke Detectors	Sec. 704.2
All units must be equipped with working smoke detectors and carbon monoxide detectors based on the requirements of the adopted code standards.	
Railings, Balusters and Steps	Sec. 304.12 and Sec 307.1
Every interior and exterior flight of stairs with more than four risers shall have a handrail on one side.	
Water Heaters	Sec. 505.4
The water heater is operable and properly installed. This includes but is not limited to (when applicable) having a temperature and pressure relief valve that is copper or galvanized pipe and terminates within six inches of the floor. In addition, the gas water heater cannot be in a bedroom, bathroom, or kitchen.	
Heating Facilities	Sec. 602.2
Heating facilities are present, approved, and in safe, operable condition. This includes but is not limited to vented material that has not deteriorated, the furnace not being in a sleeping room, having an operable gas service (when applicable) and ensuring the chimney is code compliant and free of deterioration (when applicable)	
Supplied Facilities	Sec. 505.3
The water supply lines are functioning and in proper working condition. The unit is supplied with potable water and all plumbing fixtures are supplied with hot and cold water as necessary for normal operation. The sewer drain pipes are free of deterioration and in working condition.	
Electrical	Sec. 604 and Sec. 605
The electrical service adequately supplies the electric needs for the dwelling. The unit is free of exposed or bare wires. The panel is labeled, and a panel cover is installed. All light fixtures are in working condition and there are not extension cords inside the walls in place of outlets or permanent wires.	
Kitchen	Sec 502.1, Sec. 505.1 and Sec. 506.1
The sink is connected to a water supply system. The sink is connected to a sewerage system. The sink is present and operable.	
Bathroom (Water Closet)	Sec. 504.1
The toilet is operable and not in disrepair.	
Bathroom	Sec. 502.1
The bathtub/shower is present and operable. The bathtub/shower cannot be soiled, and it must be connected to a water system.	
Exits	Sec. 702
The dwelling does have dual means of exit per code. In multiple dwellings of three stories or more, there is immediate access from doorway to two or more approved passageways.	
Each sleeping room meets the requirement of having at least one outside window accessible for rescue operations.	
All required outside windows and doors are operable from the inside without the use of tools and meet the following requirements:	
a. Provides a clear opening of not less than 20 inches in width, 24 inches in height, and 5.7 square feet in area. The bottom of the opening shall not be more than 44 inches off the floor.	
b. Such means of escape shall be acceptable if the window is within 20 feet of grade, or the window is directly accessible to fire department rescue apparatus as approved by the fire marshal, or the window or door opens onto an exterior balcony.	
c. Any required window above grade is not boarded, covered or secured which would prevent exit in case of an emergency.	
d. Any exit way must be free of debris as to allow free passage in or out.	
e. All entry doors locks are working and in place. All other windows and doors are equipped with locks as required.	
General	Sec. 304
The building (foundation, floors, exterior and interior walls, ceiling, inside and outside stairs, porches) is code compliant and can support the loads reasonably and normally placed thereon.	
Debris is not stored around furnace or hot water heater.	
The dwelling unit does not meet any of the designated criteria to be declared unfit for human habitation.	
The dwelling unit and common areas are free from vermin, insect, and rodent infestation.	
Over Occupancy	Sec. 404.5
There are not more than three unrelated adults living together in a dwelling unit without administrative or Council approval for group occupancy, pursuant to Appendix A.of the City Code. The occupancy of the dwelling units does not exceed the maximum density, minimum space, use and location requirements.	