



RENTAL DWELLING SELF-CERTIFICATION CHECKLIST

Licensing & By-law Services is responsible for promoting health, safety, and livability of the Rental Dwelling housing stock in the City of Hamilton. Inspections of Rental Dwellings are conducted to ensure they are safe and well maintained. The following checklist is a practical guide to what Inspectors will look for. Please review this guide and acknowledge your awareness of the items which will require compliance with applicable Provincial Legislation and City of Hamilton By-laws.

EXTERIOR

EXTERIOR WALLS

- Soffit and fascia in good repair
- House number visible from public right of way
- Siding is weathertight and intact
- No openings for animal infestation

PAINT

- Wood Surface weather protected
- No peeling, chipping, flaking or otherwise deteriorated paint

FOUNDATION

- Structurally Sound
- Free from holes or gaps
- Proper grading

ROOF

- Free of leaks
- Structurally sound
- No loose or missing shingles
- Roof overhang free from deterioration

EXISTING GUTTERS & DOWNSPOUTS

- Free from debris
- Properly attached and drains away from structure

CHIMNEY

- Tuckpointing /mortar in good repair
- Stable, no bricking missing

PORCH/ DECKS

- Structurally sound and in good repair
- Stairways with more than three risers has handrail

STAIRS/ STEPS

- Securely attached, free from deterioration
- Stairways with more than three risers has handrail
- Snow shovelled at all building exit doors

PREMISES AND ACCESSORY STRUCTURES

GARAGES/ SHED

- In good repair and structurally sound
- Not open to trespass
- Exterior surfaces weather protected and intact

FENCES

- Well maintained, built to By-Law
- Wood surfaces weather-protected

YARD

- Grass and weeds not exceeding 20 centimetres
- Proper grading and ground cover
- No litter, car parts, yard waste, construction waste, or other debris
- Firewood neatly stacked and properly stored
- Waste containers located in proper place

VEHICLES/ PARKING

- No parking on front yard
- Parking only on approved surfaces in approved locations
- No inoperable vehicles on-site
- No improper vehicle, RV's or illegal trailer parking

INTERIOR

WALLS AND CEILINGS

- In good repair
- No loose wallcoverings
- Free from holes
- No flaking, chipping or peeling paint
- Free from water damage

FLOORS

- In good repair
- No holes
- Structurally Sound
- No trip hazards

HALLWAY/ STAIRS

- Clear Pathway
- Handrails/ guardrails securely attached

- Continuous guardrails required on open sides inches above grade
- Graspable Handrails
- Floor covering intact and secured to stairs

SLEEPING ROOMS

- Proper egress window or door to the outside
- Floor space conforms to O.B.C regulations
- Minimum ceiling height as per O.B.C
- Proper light and ventilation
- Receptacles safe and in good condition

WINDOWS

- No broken/ cracked glass
- Easily openable and remains open without the use of a prop
- Openable windows must have screens and be of good repair
- Weathertight
- Window frame and sashes must be free of cracked, chipped, peeling, chalking, or flaking paint and caulk

DOORS

- Fits frame and closes and latches securely
- Proper working hardware
- Weathertight and free from holes
- Exit and entrance doors have functioning locks
- Storm screen doors are maintained in good condition and functioning closers

KITCHEN

- Hot and Cold running water with adequate pressure
- No loose or dripping faucets

- Drains function properly, free from obstructions
- Electrical appliances plugged directly into outlets without the use of extension cords or adapters

- Extensions cords do not present a hazard
- Cover plates on all outlets, switches and junction boxes
- All wiring properly installed and maintained

BATHROOM

- Sink/ Tub/ Shower properly installed and maintained in good repair with caulking intact
- Toilet properly installed with all components intact and properly secured, maintained and functioning
- Light fixture working
- No loose or leaking faucets
- Water-impervious flooring
- Mechanical venting working if present
- Hot and Cold running water with adequate pressure required to each fixture

MECHANICAL

- Heating facility must be properly installed and maintained
- Maintain interior temperature of 20 degrees Celsius from May 15th to September 15th
- Temporary heating devices shall not be used as primary source of heat

ELECTRICAL, MECHANICAL, & PLUMBING

PLUMBING

ELECTRICAL

- Adequate service and outlets
- Fixtures intact and functioning properly

- All plumbing lines must be installed and maintained to O.B.C
- Hot and cold running water with adequate pressure required to each fixture
- Waste lines must be properly installed and vented, "s" traps not allowed
- No leaking faucets or pipes
- All pipes must be free from defects and obstruction, and properly secured

FIRE PROTECTION

GENERAL

- Storage of combustible/ flammable material done in a safe manner
- Paths of egress shall not be blocked by debris, storage, trash, snow, ice, or other obstruction
- Stairways require continuous, graspable handrails
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- Rental dwellings require fire extinguishers
- Dwellings with second units require fire rated doors separating the dwellings

SMOKE DETECTORS

- All smoke detectors shall be installed to code and to manufacturers requirements with

working batteries and functional connections

- Locate at least one smoke detector on each level of dwelling not including crawl spaces and uninhabitable attics
- Locate a smoke detector within close proximity to outside sleeping rooms

CARBON MONOXIDE DETECTORS

- All Carbon Monoxide detectors shall be installed to code
- A Carbon Monoxide detector is required near all sleeping areas in homes with fuel-burning appliances, such as furnaces, stoves or fireplaces.
- A Carbon Monoxide detector is required in all residences with attached garages

Rental Business Owners should note that Self Certification Checklist is not all inclusive. It is meant as a guide to assist in the preparation of inspection. Rental Business Owners are responsible to ensure that their properties are in compliance with all Municipal, Provincial and Federal standards.

DECLARATION

I, _____ am responsible as the Rental Business Owner/designate of the Rental Dwelling referred to in this Self-Certification, I have inspected the Rental dwelling and acknowledge the truthfulness of the answers. I am responsible as the Rental Business Owner for ensuring the Rental Dwelling is in compliance with all Municipal, Provincial and Federal legislation.

Name (Print) _____

CHECK ONE: Rental Business Owner

Designate/Agent

SIGN: _____

DATE: _____

- **If signed by an individual other than the Rental Business Owner of the dwelling in question, an authorization from the Rental Business Owner indicating authority for the designate/agent to submit this document must be included.**