Economic and Community Development

Location: 220 4th Avenue South • Kent, WA 98032-5895 Phone: 253-856-5550 • RHIP@KentWA.gov



Rental Housing Inspection Program Checklist

The intent of this checklist is to provide a reasonable level of predictability for owners, residents, and inspectors. No checklist can encompass every possible scenario and inspectors are required to use a significant amount of professional judgement. This health and safety inspection is designed to acknowledge the standards that were in place at the time of the property's construction, provided those standards do not threaten life-safety. It is not the intention of the program to bring all of Kent's rental properties into compliance with current building code. However, "repairs, additions, or alternations to a structure, or changes of occupancy, shall be done in accordance with the procedures and provisions of the International Building Code, International Existing Building Code, International Energy Conservation code, International Fire Code, Internationals Residential Code, International Plumbing Code, and NFPA 70." (IPMC 102.3).

Rules for determining building code standards for each failed item:

Buildings constructed under prior codes need to meet the building standards that were in place at the time of original construction, however:

- If a repair requires a City of Kent permit, the repair must conform to the current building codes adopted by the City of Kent. Permit requirements are outlined in the International Building Code. (KCC 14.01)
- If the Building Official deems the failure is a major life-safety issue, the repair must conform to the current building code adopted by the City of Kent. (KCC 14.01)
- If upgrades, modifications, and/or installations were made to the original construction and were permitted, the building code standards in place at the time the permit was issued will be enforced.
- If upgrades, modifications, and/or installations were made without a permit, the repair must conform to the current building code standards adopted by the City of Kent. (KCC 14.01)

General Rules:

Failed items with an asterisk are deemed health and life-safety items and must be corrected within 30 days. All other failed items must pass re-inspection within 60 days.

The following documentation is required to be submitted online https://www1.thecomplianceengine.com/:

After the initial inspection:

- 1. Checklist signed by both the RHIP inspector and the landlord/property owner.
- 2. All pictures of identified failures, correctly labeled.

After the re-inspection:

- 1. Invoice of materials purchased for repairs.
- 2. Pictures of repairs made.
- 3. Permit numbers and/or written determination from the City of Kent Building Services staff that a permit is not required.

All checklist items must receive a passing determination and all required documentation must be submitted to RHIP before a Certificate of Compliance can be issued.



Economic and Community Development

Location: 220 4th Avenue South • Kent, WA 98032-5895 Phone: 253-856-5550 • RHIP@KentWA.gov

Rental Housing Inspection Program Checklist

Please print in black ink only. Owner Name Rental Property Address _____ Rental Property Contact ___ Contact Phone Number___ Unit Number Inspected _____ Inspector___ Inspection Date ____ ☐ Initial ☐ Re-Inspection Type of Inspection 1. EXTERIOR: STRUCTURE, SHELTER, AND MAINTENANCE *Building Addressing: Buildings shall have a plainly legible and visible address from the street or 1.1 ☐ Pass ☐ Fail road fronting the property. Numbers shall be 6" in height with a 1" stroke. (KCC 13.06.140) Recommended resolution: Location: *Roofs and Drainage: The roof and flashing shall be sound, tight, and not have defects that admit rain. Roof drainage is adequate to prevent dampness or deterioration in the walls or interior 1.2 portion of the structure. Roof drains, gutters, and downspouts are maintained in good repair □ Pass □ Fail and free from obstructions. Roof water is not to be discharged in a manner that creates a public nuisance. (IPMC 304.7) Location: Recommended resolution: *Structural Components/Members: Structural members shall be maintained free from deterio-1.3 □ Pass | □ Fail ration and shall be capable of safely supporting the imposed dead and live loads. (IPMC 304.4) Recommended resolution: Location: *Exterior Walls: Exterior walls are free of holes, breaks, and loose or rotting material, are 1.4 □ Pass □ Fail weatherproof and protected from deterioration. (IPMC 304.6) Recommended resolution: Location: *Stairs and Decks: Every exterior stairway, deck, porch, balcony, and all appurtenances at-1.5 tached thereto, are maintained structurally sound, in good repair, with proper anchorage and □ Pass | □ Fail capable of supporting the imposed loads. (IPMC 304.10) Location: Recommended resolution:

	Foundation: Foundation shall be maintained plumb a	nd free from open cracks and breaks and		
1.6	shall be kept in such condition so as to prevent entry by rodent or other pests.		□ Pass	☐ Fail
	(PMC 304.5, IBC 1203.4)			
Locati	on:	Recommended resolution:		
	Chimney: Chimney or similar appurtenances are mair	ntained in a safe and sound condition		
1.7	and are in good repair, and meet the required clearand	ce in accordance with the manufacturer's	□ Pass	☐ Fail
	requirements. (IPMC 304.1.1, 603.3, IMC 805)			
Locati	on:	Recommended resolution:		
	Windows and Skylights: Windows, skylights and exte	erior door frames are in good repair, sound		
1.8	condition, and weather tight. Openable windows are		☐ Pass	□ Fail
	position by window hardware. (IMPC 304.11)			
Locati	on:	Recommended resolution:		
	Garbage/Rubbish: Garbage/rubbish is accumulated inside trash receptacles and not elsewhere			
1.9	on the property. (KCC 8.01.030, 8.04.100)	·	□ Pass	☐ Fail
Locati	on:	Recommended resolution:	<u> </u>	
	* Duat Systems shall be maintained free of shatruction	no and shall be capable of performing the	1	
1.10	* Duct Systems shall be maintained free of obstruction required function. (IPMC 607.1)	ns and shall be capable of performing the	□ Pass	☐ Fail
	, ,	In		
Locati	on:	Recommended resolution:		
	Grading and drainage is present in a manner that prev	vents erosion of soil and prevents stagnant	□ Dese	
1.11	water thereon, or within the structure. (IPMC 302.2)		□ Pass	☐ Fail
Locati	on:	Recommended resolution:		
			ı	<u> </u>
1 10	Wood siding and earth on the exterior of a building ha			
1.12	concrete steps, porch slabs, and similar horizontal su	rfaces exposed to weather.	□ Pass	☐ Fail
1000	(IBC 2304.12.1.5)	Decemberded was listing	<u> </u>	
Locati	OH.	Recommended resolution:		

2. COMMON AREAS ONLY

	*Structural Components/Members: Structural Compon	ents/members are structurally sound,		
2.1	free of deterioration, are properly anchored, and are capa (IPMC 305.2)	able of supporting the imposed loads.	□ Pass	□ Fail
Locati	ocation: Recommended resolution:			
2.2	*Stairs and Walking Surfaces: Every stair, ramp, landing	, balcony, porch, or other walking sur-	□ Pass	☐ Fail
2.2	face are maintained in a sound condition and good repa	ir. (IPMC 305.4)	□ Pass	⊒ raii
Locati	on:	Recommended resolution:		
	*Handrails and Guards: Stair with 4 or more risers has h	andrails on two sides. Open portions		
2.3	of each stair, landing, balcony, porch, deck, ramp, or oth	er walking surface that is more than 30	☐ Pass	☐ Fail
2.3	inches above the floor or grade below has guards. Gaure	ds are present and have a height of 42"	□ Fass	□ Fall
	above the walking nose of tread. (IPMC 307.1, IBC 1014.	3)		
Locati	on:	Recommended resolution:		
	*Ventilation: Every habitable space shall have not less th	an one openable window. Bathrooms		
	and kitchens are in compliance if mechanical ventilation is operable and the discharge is to the			
2.4	outdoors and not recirculating. (IPMC 403.1)			☐ Fail
2.4	Note: exception where rooms and spaces without opening to the outdoors are ventilated through			
	an adjoining room that has an unobstructed opening 8%	and not less than 25 square feet.		
	(IPMC 403.1)			
Locati	on:	Recommended resolution:		
	Interior Doors: Every interior door is fit reasonably well w	vithin its frame, is capable of being		
2.5	opened and closed properly, and is securely attached to	jambs, headers, or tracks as intended	☐ Pass	☐ Fail
	by the manufacturer of the attached hardware. (IPMC 30	05.6)		
Locati	on:	Recommended resolution:		
	Interior Surfaces: Interior surfaces, including walls, wind	ows and doors, are maintained in good,		
2.6	clean and sanitary condition. The interior is free of peelin	g, chipping/flaking or abraded paint; or	☐ Pass	□ Fail
2.6	loose or damaged plaster/sheetrock: decayed wood or	other defective surface conditions pres-	□ Pass	□ гап
	ent that would exceed a combined 4 sf. (IPMC 305.3)			
Locati	on:	Recommended resolution:		
	Exhaust Systems: Clothing dryer exhaust systems shall	be independent of all other systems and		
2.7	will exhaust outside the structure in accordance with the	manufacturer. (IPMC 403.2)	□ Pass	☐ Fail
Locati	on:	Recommended resolution:		

	Lighting: Every habitable space shall have not less that	n one window facing directly to the out-		
	side or to the court. Every common hall and stairway in apartments shall be lighted at all times			
	with not less than a 60-watt or equivalent light bulb for every 200 sf of floor area. All other spaces			
	shall be provided with natural or artifice light sufficient	to permit the maintenance of sanitary		
2.8	conditions and the safe occupancy of the space and utilization of the appliances, equipment,		☐ Pass	☐ Fail
	and fixtures.			
	Note: Windows not required in bathrooms and kitchens provided the room has an artificial light			
	source and ventilation. (IPMC 402.1, 402.2, 402.3)			
Loca		Recommended resolution:		
	Exterior doors: door assemblies and hardware shall be	_	D Doos	
2.9	all entrances to dwelling units and sleeping units shall	tightly secure the door. (IPMC 304.15)	□ Pass	□ Fail
Loca	tion:	Recommended resolution:		
	Elevators are operational and have been inspected an	pually (IBC 116.1.1003.7.1000.4)	Ι	1
2.10	Lievators are operational and have been inspected an	Tidally. (IBC 110.1, 1003.1, 1009.4)	□ Pass	☐ Fail
Loca	tion:	Recommended resolution:	<u> </u>	
3. C	OMMON AREA: POOL, HOT TUBS, AND SPA	AS		
	Swimming pools shall be maintained in a clean and sani			
	swimming pools, hot tubs and spas, containing water m	• •		
	depth shall be completely surrounded by a fence or barr	• • • • • • • • • • • • • • • • • • • •		
	height above the finished ground level measured on the side of the barrier away from the pool.			
	Gates and doors in such barriers shall be self-closing an	•		
	device is less than 54 inches (1372 mm) above the botto			
3.1	shall be located on the pool side of the gate. Self-closing	_	☐ Pass	☐ Fail
"	maintained such that the gate will positively close and la	•		
	position of 6 inches (152 mm) from the gatepost. An exis	·		
	poolinon or o miorico (102 min) mont and gatepoolin an oxid			
1 1	replaced or changed in a manner that reduces its effective	veness as a safety barrier (IPIVIC 303 1	1	
	replaced or changed in a manner that reduces its effective 303.2)	veness as a safety barrier. (IPIVIC 303.1,		
	303.2)			
	303.2) Exception: Spas or hot tubs with a safety cover that con			
Loca	303.2) Exception: Spas or hot tubs with a safety cover that confrom the provisions of this section.	nplies with ASTM F 1346 shall be exempt		
Loca	303.2) Exception: Spas or hot tubs with a safety cover that confrom the provisions of this section.			

4. COMMON AREA: FIRE SAFETY

	*Egress: A safe, continuous, and unobstructed path of travel shall be provided from any point in a				
4.1	building or structure to the public. The means of egress shall be continuously maintained free from		☐ Pass	☐ Fail	
	obstructions or impediments in case of fire or other emergency. Means of egress shall comply with		□ гап		
	the International Fire Code. (IFC 1031.2, IPMC 702.1)				
Loca	tion:	Recommended resolution:			
4.2	*Exit Signs: Exit signs shall be internally or externally illu	uminated. (IFC 1104.3)	□ Pass	☐ Fail	
Loca	ition:	Recommended resolution:			
4.3	*Exit Illumination: Exit signs shall be visible under emer	gency illumination conditions (IFC 1104.4)	□ Pass	☐ Fail	
Loca	tion:	Recommended resolution:			
	*Fire-resistance rated assemblies: Required fire walls,	fire barriers and fire partitions are main-			
4.4	tained to prevent the passage of fire. Openings protected	ed with approved doors or fire dampers are	☐ Pass	☐ Fail	
	maintained in accordance with NFPA 80. (IPMC 703.3)				
Loca	ition:	Recommended resolution:			
4.5	${}^{\star}\text{Fire Extinguishers:}$ Portable fire extinguishers shall be	maintained annually. (IFC 906.2)	☐ Pass	☐ Fail	
Loca	ition:	Recommended resolution:			
5. IN	TERIOR: FIRE SAFETY				
	*Smoke Alarms: Single- or multiple-station smoke alarr	ns must be installed and maintained in	1		
5.1	all of the following locations: On the ceiling or wall outside of each separate sleeping area in the immediate vicinity of bedrooms; in each room used for sleeping purposes; In each story within a		☐ Pass	☐ Fail	
0.1	dwelling unit, including basements but not including crawl spaces and uninhabitable attics. (IPMC		- 1 435	a	
	704.26.1.2)				
Loca	ition:	Recommended resolution:	<u> </u>	<u> </u>	
		Trecommended recolution.			
	*Carbon Monoxide Detectors: Carbon Monoxide detection	ctors shall be provided where any of the			
	following conditions exist; fuel-burning appliances, fuel-	-burning fireplaces, forced-air furnaces,			
5.2	fuel-burning appliances outside dwelling and sleeping ι	units, and private garages. Required carbon	□ Pass	☐ Fail	
	monoxide detection shall be located in accordance with	n IBC 915.2.1, IFC 915.4.3, IFC 915.4.3,			
	IFC 1103.9) Note: If not applicable, check Pass. (WAC	51-54A-0915) (IPMC 705.1, 705.2)			
Loca	ation:	Recommended resolution:			

5.3	*Emergency Escape Opening: Required emergency escape and rescue openings shall be maintained and operational from the inside of the room without the use of keys or tools in accordance with the code that was in effect at the time of construction. Bars, grilles, grates, or similar devices are permitted to be placed over emergency escape and rescue openings provided the minimum net clear opening size complies with the code that was in effect at the time of construction. (IPMC 702.4)			□ Fail
Loca	Location: Recommended resolution:			
5.4	*Egress: A safe, continuous, and unobstructed path of travel shall be provided from any point in a building or structure to the public way. The means of egress shall be continuously maintained free from obstructions or impediments in case of fire or other emergency. Means of egress shall comply with the International Fire Code. (IFC 1031.2, IPMC 702.1)		□ Pass	□ Fail
Loca	ition:	Recommended resolution:		
5.5	*Fire-Resistance-Rated Assemblies: Required fire walls, fire barriers and fire partitions are maintained to prevent the passage of fire. Openings protected with approved doors or fire dampers are maintained in accordance with NFPA 80. (IPMC 703.3)		□ Pass	□ Fail
Location: Recommended resolution:				
5.6	*Fire Extinguishers: Portable fire extinguishers shall be	maintained annually. (IFC 906.2)	□ Pass	☐ Fail
Loca	Location: Recommended resolution:			
6. IN	NTERIOR: STRUCTURE, SHELTER, AND MA	INTENANCE		
6.1	*Unit Addressing: Unit address shall be located at the f height. (KCC 13.06.140)	ront door in a height of not less than 3" in	□ Pass	□ Fail
Loca	ation:	Recommended resolution:		
6.2	*Structural Components/Members: Structural Components/members are structurally sound, free of deterioration, are properly anchored, and are capable of safely supporting the imposed loads. (IPMC 305.2)			□ Fail
Loca	ation:	Recommended resolution:		
6.3	*Stairs and Walking Surfaces: Every interior stairs, ramps, other walking surfaces is maintained in a sound condition and good repair. (IPMC 305.4)		□ Pass	☐ Fail
Loca	Location: Recommended resolution:			

	*Interior stairs with 4 or more risers has handrails on	two sides. Open portions of each stair,		
	landing, balcony, porch, deck, ramp, or other walking surface that is more than 30 inches above			D F-3
6.4	the floor or grade below has guards. Gaurds are present and have a height of 42" above the		☐ Pass	☐ Fail
	walking nose of tread. (IPMC 307.1, IBC 1014.3)			
Locati	cation: Recommended resolution:			
*Windows (Ventilation): Every habitable space shall have not less than one openable window.				
	Bathrooms and kitchens are in compliance if mechan	ical ventilation is operable and the dis-		
	charge is to the outdoors and not recirculating. (IPMC 403.1)			
6.5	Note: exception where rooms and spaces without op	·	☐ Pass	☐ Fail
	through an adjoining room that has an unobstructed o	opening 8% and not less than 25 sq ft.		
	(IPMC 403)			
Locati	on:	Recommended resolution:		
	*Rodents/Insects: Structure shall be kept free from ir	nsects and rodent infestation. Structures in		
6.6	which insects or rodents are found shall be promptly	exterminated by approved processes that	□ Pass	☐ Fail
	will not be injurious to human health. (IPMC 309)	, , ,		
Locati	on:	Recommended resolution:	,	
	Interior Doors: Every interior door is fit reasonably we	ell within the frames and shall be capable of		
6.7	being opened and closed properly and securely attached to jambs, headers, or tracks as intend-		☐ Pass	☐ Fail
	ed by the manufacture of the attached hardware. (IPMC 305.6)			
Locati		Recommended resolution:		
	Room Dimensions: Width- all habitable rooms, other	than a kitchen, shall not be less than 7' in		
	any dimension. Kitchens shall have a minimum clear	passageway of 3' between counter fronts		
	and appliances or counter fronts and walls.			
6.8	Height- all habitable spaces, hallways, corridors, laun	ndry areas, bathrooms, toilet rooms, and	☐ Pass	☐ Fail
	habitable basement areas shall have a minimum clear ceiling height of 7'. (IPMC 403.3, 404.2,			
	404.3) Note: Exemptions found in International Prope	rty Maintenance Code 404.3		
Locati	on:	Recommended resolution:		
			1	
	Room Dimensions: Every living room shall not contain	in less than 120 st and every bedroom shall		
	not contain less than 70 sf.			
6.9	**If room(s) are unmodified from originally permitted c	construction, may be exempt from this	☐ Pass	☐ Fail
	requirement.	0 1 4040 ((DMO 404 44)		
1 4:	Note: Exemptions found in International Property Mai			
Locati	on:	Recommended resolution:		
0.10	Exhaust Systems: Clothing dryer exhaust systems sl	nall be independent of all other systems		
6.10	and will exhaust outside the structure in accordance	with the manufacturer. (IPMC 403.5)	☐ Pass	☐ Fail
Locati	on:	Recommended resolution:		
<u> </u>				

l

6.11 Locat	Lighting: Every habitable space shall have not less than one window facing directly to the outside or to the court. Every common hall and stairway in apartments shall be lighted at all times with not less than a 60-watt or equivalent light bulb for every 200 sf of floor area. All other spaces shall be provided with natural or artifice light sufficient to permit the maintenance of sanitary conditions and the safe occupancy of the space and utilization of the appliances. (IPMC 402.1, 402.2, IPMC 402.3) Recommended resolution:			□ Fail
Locat	IOII.	Ticcommended resolution.		
6.12	Interior Surfaces: Interior surfaces, including walls, we clean and sanitary condition. The interior is free of peer or loose or damaged plaster/sheetrock; decayed wood present that would exceed a combined 4 sf. (IPMC 3)	eling, chipping/flaking or abraded paint; od or other defective surface conditions	□ Pass	□ Fail
Locat	ion:	Recommended resolution:		
7. PL	UMBING AND HOT WATER			
7.1	*Plumbing Fixtures: Plumbing fixtures shall be properly installed and maintained in working order, shall be kept free from obstruction, leaks, and defects, and shall be capable of performing the function for which such plumbing fixtures are designed. (IPMC 504.1)		□ Pass	□ Fail
Location: Recommended resolution:				
I/ンI	*Plumbing Connections: Plumbing fixtures shall be prosystem or to a private sewage disposal system. (IPMC	• •	□ Pass	□ Fail
Location: Recommended resolution:				
1/31	*Plumbing Lines: All plumbing supply lines, waste lines are functioning properly and are free from obstructions,		□ Pass	□ Fail
Location: Recommended resolution:				
7.4	*Water Heating Facilities: Water heating facilities shall be properly installed, maintained, and capable of providing an adequate amount of water to be drawn at every required sink, lavatory, bathtub, shower, and laundry facility at a minimum temperature of 110°F. A gas-burning water heater shall not be located in any bathroom, toilet room, bedroom or other occupied room normally kept closed, unless it is a direct vent appliance. (IPMC 505.4, UPC 608, 608.3)		□ Pass	□ Fail
Locat	ion:	Recommended resolution:		
7.5	Plumbing Dwelling Unit Requirements: Every dwelling unit has its own bathtub or shower, lavatory, water closet, and kitchen sink. Lavatory is placed in the same room as the water closet or located in close proximity to the door leading directly into the room containing the water closet. (IPMC 502.1)		□ Pass	□ Fail
Location:		Recommended resolution:		

7.6	Plumbing Hazards: Plumbing systems are adequately opposer installation and are without damage or deteriorate		□ Pass	☐ Fail
Location:		Recommended resolution:		
	Cooking appliances are properly installed, maintained	in a safe working condition, and capable		
7.7	of performing the intended function. (IPMC 603.1)		☐ Pass	☐ Fail
1.000	Note: only applicable for cooking appliances that were pro			
Loca	ttion:	Recommended resolution:		
8. H	EATING AND ELECTRICAL			
0.1	*Heating: Dwelling is provided with heating facilities cap	pable of maintaing a room temperature of	□ Dece	☐ Fail
8.1	68°F in all habitable rooms, bathrooms, and toilet rooms	s. (IPMC 602.2)	☐ Pass	□ гап
Loca	ation:	Recommended resolution:		
8.2	*Electrical Hazards: The dwelling unit is free of faulty ele	ectrical receptacles or switches, damaged	Pass □ F	☐ Fail
	or exposed wiring, improved wiring, or improper fusing.		1 233	<u> </u>
Loca	Location: Recommended resolution:			
	*Luminaires: Every hallway, interior stairway, toilet room	•		
8.3	room, and furnace room has not less than one operable		□ Pass	□ Fail
	must have an operable electric luminaire; bedrooms ma (IPMC 402.1, 402.2, 402.3, IFC 6.05.7)	ly have two outlets in place of luminaire.	wo outlets in place of luminaire.	
Loca	ttion:	Recommended resolution:	<u> </u>	<u> </u>
	*Extensions Cords: Flexible or extension cords are not	used for permanent wiring, or for running		
8.4	through doors, windows, or cabinets, or concealed with		☐ Pass	☐ Fail
Loca	ition:	Recommended resolution:		
0.5	*Electrical Covers: Open junction boxes and open-wirir	ng splices shall be prohibited. Appropriate		
8.5	covers shall be provided for all switch and electrical out	let boxes. (IFC 604.6)	□ Pass	☐ Fail
Loca	ition:	Recommended resolution:		
Receptacles: All habitable spaces have at least two separate operable receptacles. Every bath-				
8.6	room shall have at least one receptacle. (KCC 10.02.10	O)	□ Pass	□ Fail
Loca	ition:	Recommended resolution:		
ı				

	Mechanical appliances, solid fuel-burning appliances, and water heating appliances are properly				
8.7	installed, in safe working condition, and capable of performing the intended function.			☐ Fail	
	(IPMC 603.1, 603.4)				
Location: Recommended resolution:					
8.8	Clearance for combustible materials is maintained in a (IPMC 603.3)	accordance with manufacture requirements.	□ Pass	□ Fail	
Loca	tion:	Recommended resolution:			
	MODEOTIC			_	
	INSPECTIO	ON RESULTS			
	PASS	FAIL-CORRECTION NEE	DED		
		'			
as aut	roperty does/does not comply with the standards seithorized by KCC 10.02. I also understand that knowing misdemeanor with a fine up to five thousand dollars of the State of Washington that the foregoing is true a	ngly submitting a falsified certification of in (\$5,000). I hereby certify under penalty of p	spection i	s a	
Inspe	ctor's Signature	Date			
Declaration of Compliance: By my signature, I certify that I am authorized to submit the information provided in this checklist to the City of Kent in accordance with the City of Kent Rental Housing Inspection Program as authorized by KCC 10.02. I understand this rental property must comply with all the provisions of the Rental Housing Inspection Program and that I will be required to submit a certificate of inspection no later than once every three years for this property. I also understand that knowingly submitting a falsified certificate of inspection is a gross misdemeanor punishable with a fine up to five thousand dollars (\$5,000). I hereby certify under penalty of perjury under the laws of the State of Washington that the foregoing is true and correct.					
Landle	ord's Signature	Date			