



Rental Inspection Checklist

The following checklist is utilized by Property Maintenance Inspectors during routine rental unit inspections as a baseline to ensure consistency. This list is not comprehensive. The City of Evanston has adopted the [2021 International Property Maintenance Code](#), with [local amendments](#), and compliance with the entire code is required, regardless of whether a particular requirement is listed in this checklist.

✓	Code Section	Violation Description
	IPMC 301.4 [City amendment]	Emergency phone contact information required to be provided to each tenant and posted on the exterior of the building near the main entrance at least 5 feet above grade for buildings with 2 or more rented units. Alphabet letters and Arabic numerals at least 1-1/2 inches high and 1/4 inch wide to be used.
	IPMC 302.3	Sidewalks, walkways, driveways, parking spaces, and similar areas shall be kept in a proper state of repair, and maintained free of hazardous conditions.
	IPMC 302.4	All weeds and grass in excess of eight inches (8") shall be managed and maintained. Noxious weeds shall be prohibited.
	IPMC 302.5	All exterior structures and exterior property shall be kept free from rodent harborage and infestation.
	IPMC 302.7	Accessory structures, including, but not limited to, detached garages, sheds, fences, and retaining walls, must be kept in good repair and structurally sound.
	IPMC 302.8	No inoperative, unlicensed, and or unregistered, motor vehicle, boat or trailer, shall be parked, kept or stored, on any premises, and no vehicle shall at any time be in a state of major disassembly, disrepair or in the process of being stripped or dismantled. Painting of vehicles is prohibited unless conducted inside an approved spray booth.
	IPMC 302.8.1 [City amendment]	No vehicle shall be parked on any public or private sidewalk, parkway area, or any unimproved surface.
	IPMC 304.2	Exterior surfaces, including but not limited to, siding, doors, door and window frames, cornices, porches, trim, balconies, decks and fences, shall be maintained in good condition.
	IPMC 304.3	Address numbers are required on the front of the building in contrasting color, clearly visible, not less than 4" in height with a stroke width at least 1/2" wide.
	IPMC 304.4 IPMC 305.2	Structural members shall be maintained free from deterioration, and shall be capable of safely supporting the imposed dead and live loads.



	IPMC 304.5	Foundation walls shall be maintained plumb and free from open cracks and breaks to prevent entry of rodents and other pests.
	IPMC 304.7	The roof and flashing shall be maintained in good repair, structurally sound, and not have defects that admit rain.
	IPMC 304.10	Every exterior stairway, deck, porch and balcony shall be maintained structurally sound, in good repair, with proper anchorage and capable of supporting the imposed loads.
	IPMC 304.13.1	All glazing materials shall be maintained free from cracks and holes. Open cracks and/or unstable glazing shall be corrected by replacement of window pane.
	IPMC 304.14	Insect screens are required on all doors and windows utilized or required for ventilation of habitable rooms.
	IPMC 305.1	The interior of a structure and equipment therein shall be maintained in good repair, structurally sound, and in a sanitary condition.
	IPMC 305.4	Every stair, ramp and landing, balcony, porch, deck or other walking surface shall be maintained in sound condition and good repair.
	IPMC 305.5	Every handrail and guard shall be firmly fastened and capable of supporting normally imposed loads and shall be maintained in good condition.
	IPMC 305.6	Interior doors shall fit reasonably well within its frame, capable of being opened and closed properly and securely attached.
	IPMC 305.9	Unit ID shall be posted on or adjacent to the front or main egress door of the unit in Arabic numerals at least 1-1/2 inches high with a 1/4 inch stroke width..
	IPMC 307.1	Every exterior and interior flight of stairs having more than 4 risers shall have a handrail 1- 1/4" - 2" diameter on one side. Handrails shall not be less than 30" or more than 42" in height measured vertically from the nosing of the tread or the finished floor. Every open portion of stair, landing, balcony, porch, deck, ramp or other walking surface that is more than 30" above the floor or grade shall have guards.
	IPMC 308.1 [City amendment]	All exterior property and premises, and the interior of every structure, shall be free from any accumulation of rubbish or garbage.
	IPMC 309.1	Structures shall be kept free from insect and rodent infestation. Structures in which insects or rodents are found shall be promptly exterminated by approved processes that will not be injurious to human health. After pest elimination, proper precautions shall be taken to prevent reinfestation. Invoices from a licensed pest control company may be required for proof of treatment.
	IPMC 403.2	Every bathroom and toilet room shall be ventilated through an openable window, or a mechanical ventilation system that discharges outdoors and shall not be recirculated.
	IPMC 404.4.2	Bedrooms shall not constitute the only means of access to other bedrooms or habitable spaces and shall not serve as the only means of egress from other habitable spaces.

IPMC 504.1	Plumbing fixtures shall be properly installed and maintained in working order.
IPMC 505.4	Water heating facilities shall be properly installed and maintained and be capable of providing an adequate amount of water to be drawn at every required plumbing fixture at a temperature of not less than 115 degrees Fahrenheit. Gas burning water heaters cannot be located in any bathroom, bedroom or other occupied space unless adequate combustion air is provided. An approved TPR valve discharge pipe shall be properly installed and maintained on water heaters.
IPMC 507.1	Drainage of roofs and paved areas, yards and courts, and other open areas shall not be discharged in a manner that creates a public nuisance.
IPMC 603.1	All mechanical equipment shall be properly installed and maintained in a safe working condition at all times and shall be capable of performing the intended function.
IPMC 604.3	Improper wiring, lack of GFCI protection, exposed conductors, and other hazardous electrical conditions, shall be corrected.
IPMC 604.6	All electrical panels shall be legibly marked to designate the address, space, tier, or unit that such panel is servicing. The marking shall be of sufficient durability to withstand the environment involved.
IPMC 605.1	Electrical equipment, wiring and appliances are properly installed and safe.
IPMC 605.2 [City amendment]	Every laundry area shall contain at least one grounded-type receptacle or a receptacle with a ground fault circuit interrupter. Every bathroom shall contain at least one receptacle. Any new bathroom or laundry room receptacle outlet shall have ground fault circuit interrupter protection. When an ungrounded-type receptacle exists in a bathroom or laundry area, a ground fault interrupter receptacle shall be provided.
IPMC 702.3	Egress doors shall be readily openable from the inside without the need for keys, special knowledge or effort.
IPMC 704.6.1	Smoke detectors are required in every sleeping room and on each story within a dwelling unit.
IPMC 705.1	Carbon monoxide detectors are required within 15 feet of all sleeping rooms on every level that has sleeping rooms.

Contact Us

If you have questions regarding how a particular requirement may apply to your property, please contact the Property Standards team through the City's 3-1-1 system [online](#) or at (847) 448-4311.