

Self-Certification Inspection Checklist

As required by Chapter 27.42 (e) (1) of the Dallas City Code, single dwelling unit and multitenant registrants, property owners, or authorized agents:

- (E) shall maintain approved self-inspection forms for no less than five years from the date any tenant vacates the property.
- (F) shall provide inspection forms to the director within 72 hours of a request from the director;
- (G) shall provide a copy of all inspection forms and results required in this subsection to the tenant no later than 10 calendar days after the inspection is completed; and
- (H) shall provide tenants with information concerning tenants' rights and responsibilities on a form approved by the director prior to the commencement of any tenancy.

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Pro	perty ⁻	Type (Select one):
		Multi-Family Property/ Condominium Owners Association
		Single-Family Rental Home/ Duplex Rental/ Condominium Unit
D	ate (MI	M/DD/YYYY):
Р	roperty	Name:
Р	roperty	's Legal Address:
N	lumber	of Buildings:
N	lumber	of Units:
N	lumber	of Pools:
N	lumber	of Spas:
the	randor	rative Failure Notice – Failure to produce and/or display any of the below listed (applicable) documents at the time of a audit or Inspection may result in administrative failure invoicing at the rate of \$86 per dwelling unit existing on-site and in Ch.27-42 (f) of City of Dallas Code Ordinance. These documents may not be expired or pending.
Ad	minist	rative Checklist
]	Certi	ficate of Occupancy (Multi-family Properties Only)
	Certi	ficate of Registration (Multi-family or Single-Family Rental)
	Swim	nming Pool Permit (if applicable)
	Mana	ager of Pool Operations Certificate (if applicable)
7	Mast	er Meter Notice (if applicable)

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Crime Watch Attendance Certificate (Multi-family Properties Only)

(Required attendance of <u>four</u> (4) meetings per calendar year)

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Crime-Free Addendum



Exterior Checklist

\Box Premises are free of any holes, excavations, or sharp protrusions, and without any other object or condition that exists on the land and is reasonably capable of causing an injury to a person; (27-11(c)(1))
\square Structural members are free from deterioration so that they are capable of safely supporting imposed dead and live loads. (27-11(d)(1))
\square Foundations and foundation components are in operating condition, and all foundation components are securely fastened (27-11(d)(5))
\square No unprotected exterior surfaces: no exposed metal or wood surfaces from the elements and/or decay or rust (27-11(c)(7))
☐ Handrails and Guardrails are maintained in operating condition and securely fastened/anchored so that they are capable of safely supporting imposed dead and live loads (27-11(d)(15) (A)-(B))
\square Steps and Stairways are in operating condition, free from trip hazards, and securely fastened/anchored so that they are capable of safely supporting imposed dead and live loads (27-11(d)(16) (A)-(B))
\square Retaining walls, decorative walls, and barriers are in operating condition) (27-11(d)(17)(A)), no rotted, missing, fire-damage, or broken wooden slots and support posts (27-11(d)(17)(B)), no broken, missing, or bent metal posts and torn, cut, bent, or ripped metal fencing materials (27-11(d)(17)(C))
\square All roofs are in operating condition, free from leaks, holes, charred or deteriorated roofing materials, rotted wood, and other unsafe conditions (27-11(d)(3)(A))
☐ All gutters and downspouts, if any, are in operating condition and securely fastened (27-11(d)(3)(B))
☐ All numbers are posted on each building and each unit (43-104); numbers posted are at least 3 inches high and of a color that provides a contrast to the background (43-101) ☐ All balconies , landings , porches , decks , support posts , columns , canopies , and walkways are in operating condition and securely fastened (27-11(d)(14)(A)-(B))
\square No accessory outside storage violations : a person shall not place, store, or maintain outside for a period over 24 hours, an item which is not: customarily used or stored outside; or made of a material that is resistant to damage or deterioration from exposure to the outside environment (51A-4.217 (b)(6)(E)(i))
☐ Chimneys, smokestacks, and similar appurtenances are in operating condition (27-11(d)(4))
\square Plumbing fixtures are connected to a public sewer system or to an approved private sewage disposal system (27-11(f)(3)(E), all piping distribution systems are in operating condition (27-11(f)(3)), each sewer clean-out opening is capped with an approved plug (27-11(f)(3)(G))
☐ Electrical equipment and materials are in operating condition (27-11(g)(1))
□ xterior windows and skylights are maintained so that they are weather-tight and in operating condition (27-11(d)(10))
☐ Exterior doors are maintained so that they are weather-tight and in operating condition (27-11(d)(11)
□ Illumination(lighting) is provided from dusk until dawn: along pedestrian pathways, plazas, courtyards, building entrances, parking areas, carports, driveway areas, at stairwells, landings, and areas under the lower landing; along breezeways, and other outdoor spaces commonly used. Transitional lighting must be maintained at all entries to a breezeway, and at cluster or gang mailboxes (27-11(h)(2)(A)(i)-(iv))
\square Garbage storage areas are visually screened on all sides visible from the street or an adjoining property (51A-4.602(b)(6)(A)(B))
☐ Life Hazards are not present on the premises of the property (See Definitions)
X Date:
Property Owner/Manager

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