



**RESIDENTIAL RENTAL INSPECTION FORM**  
**AND CERTIFICATE OF INSPECTION**

**Rental Property Address:** \_\_\_\_\_

**Number of Units:** \_\_\_\_\_ **Unit Numbers Inspected:** \_\_\_\_\_

**Owners Name:** \_\_\_\_\_ **Phone No.** \_\_\_\_\_

**Date of Inspection:** \_\_\_\_\_ **Scheduled Re-Inspection Date (if necessary):** \_\_\_\_\_

**Name of Inspector:** \_\_\_\_\_

The purpose of this inspection is for the protection of the health, safety, and welfare of occupants and that of the general public by promoting maintenance of property.

Please note that per TMC 6B.165.090 if a rental property owner chooses to hire a qualified inspector other than a city code enforcement officer, and a selected unit of the rental property fails the initial inspection, both the results of the initial inspection and any certificate of inspection must be provided to the city.

In addition if a only a sample of units are required to be inspected and upon initial inspection one of the selected units fails the inspection, the City may require up to one hundred percent of the units on the rental property to provide a certificate of inspection.

Check if Violation (X) <input type="checkbox"/>	GENERAL	Violation Correction Date
<input type="checkbox"/>	1. Junk vehicles in the yard.	
<input type="checkbox"/>	2. Garbage, Junk, or Debris in the yard.	
<input type="checkbox"/>	3. Overgrown ground cover, grass, weeds, trees or unmaintained shrubbery over one foot in height which constitutes a health safety or welfare violation.	
<input type="checkbox"/>	4. Lack of, or inadequate garbage and rubbish storage for disposal.	
<input type="checkbox"/>	5. <input type="checkbox"/> Exterior stairways (in yards) need handrails/guardrails. <input type="checkbox"/> Exterior sidewalks broken, buckled or deteriorated.	
Check if Violation (X) <input type="checkbox"/>	LIFE SAFETY	Violation Correction Date
<input type="checkbox"/>	1. Missing or unreadable address numbers or apartment numbers.	
<input type="checkbox"/>	2. <input type="checkbox"/> Exit stairs need to be repaired or replaced. <input type="checkbox"/> Exit stairs are missing or have improper landings. <input type="checkbox"/> Exit stairs have incorrect rise and run.	

	<input type="checkbox"/> Exit stairs need to be provided with handrails/guardrails, or handrails/guardrails need repair or replacement. <input type="checkbox"/> Stairs width is too narrow.	
<input type="checkbox"/>	3. Door locks missing, inoperative, or illegal.	
<input type="checkbox"/>	4. Window locks missing or inoperative.	
<input type="checkbox"/>	5. <input type="checkbox"/> Porch, deck, or balcony needs to be repaired, replaced or removed. <input type="checkbox"/> Porch, deck or balcony needs guardrail.	
<input type="checkbox"/>	6. Room and space dimensions less than required.	
<b>Check if Violation (X)</b> <input type="checkbox"/>	<b>EXIT</b>	<b>Violation Correction Date</b>
<input type="checkbox"/>	1. Exterior doors and/or door framework need to be repaired or replaced.	
<input type="checkbox"/>	2. <input type="checkbox"/> Exit windows from sleeping rooms not provided. <input type="checkbox"/> Exit windows from sleeping rooms too small in area or dimension.	
<input type="checkbox"/>	3. Overcrowding: Any building or portion thereof, where the exiting is insufficient in number, width, or access for the occupant load served, or where the number of occupants in sleeping rooms exceeds the number permitted by the area of sleeping.	
<input type="checkbox"/>	4. <input type="checkbox"/> Exit signs are not provided with two sources of power. <input type="checkbox"/> Exit path lighting is not provided with two sources of power. <input type="checkbox"/> Exit paths are not properly illuminated <input type="checkbox"/> Required exit signs are missing. <input type="checkbox"/> Required exit signs are not illuminated.	
<input type="checkbox"/>	5. To ensure that fire escapes work properly, they must be visually inspected every year by owner/agent and provide documentation to the Tacoma Fire Department.	
<b>Check if Violation (X)</b> <input type="checkbox"/>	<b>STRUCTURAL</b>	<b>Violation Correction Date</b>
<input type="checkbox"/>	1. <input type="checkbox"/> Roofing needs repair. <input type="checkbox"/> Roofing needs replacement. <input type="checkbox"/> Chimney(s) needs to be repaired or removed. <input type="checkbox"/> Ceiling and/or roof framing needs repair.	
<input type="checkbox"/>	2. <input type="checkbox"/> Foundations need replacing. <input type="checkbox"/> Foundations need repair.	
<input type="checkbox"/>	3. <input type="checkbox"/> Wall framing needs repair. <input type="checkbox"/> Exterior walls need siding repaired.	
<input type="checkbox"/>	4. <input type="checkbox"/> Window glass needs replacement. <input type="checkbox"/> Window frames need repair or replacement.	

<input type="checkbox"/>	5. Floor framing needs repair or replacement.	
<input type="checkbox"/>	6. <input type="checkbox"/> Peeling or absence of paint or weather protection on exterior walls, decks, stairs, porches, and other exterior surfaces. <input type="checkbox"/> Deteriorated or crumbling plaster or gypsum board.	
Check if Violation (X) <input type="checkbox"/>	<b>FIRE</b>	Violation Correction Date
<input type="checkbox"/>	1. <input type="checkbox"/> Missing or inoperative smoke detectors in bedrooms. <input type="checkbox"/> Carbon monoxide alarms not installed: must be installed in existing dwelling and sleeping units in hotels, motels, apartments and single family residential units where an attached garage or fuel-fired heat source is present. <input type="checkbox"/> Smoke detectors are not centrally located outside of sleeping areas, and/or are not on each floor.	
<input type="checkbox"/>	2. Improper storage, building clutter, or other fire hazards.	
<input type="checkbox"/>	3. Missing or inoperative fire extinguishers.	
<input type="checkbox"/>	4. Required fire sprinkler system inoperative or missing.	
<input type="checkbox"/>	5. Lack of, inoperable, or inadequate fire alarm systems.	
<input type="checkbox"/>	6. <input type="checkbox"/> Doors to stair enclosures do not meet required fire assembly requirements, or fire assembly needs, replacement or repair. <input type="checkbox"/> Doors to stair enclosures are missing or are blocked open. <input type="checkbox"/> Stair enclosures are not of the proper fire rating. <input type="checkbox"/> Corridor doors are not properly rated (or equivalent) <input type="checkbox"/> Corridor doors don't have closers. <input type="checkbox"/> Corridor doors have improper hold open devices. <input type="checkbox"/> Corridor doors don't have gasketting. <input type="checkbox"/> Corridor door frames need to be repaired or replaced. <input type="checkbox"/> Transoms above corridor doors are not sealed or fire-rated. <input type="checkbox"/> Required corridors are not of one-hour construction.	
<input type="checkbox"/>	7. Exit doors have improper hardware.	
<input type="checkbox"/>	8. Fire resistive construction needs repair or replacement.	
<input type="checkbox"/>	9. Required fire doors are missing or damaged.	
<input type="checkbox"/>	10. Stairs need to be enclosed in a fire rated shaft.	
Check if Violation (X) <input type="checkbox"/>	<b>ELECTRICAL</b>	Violation Correction Date

<input type="checkbox"/>	11. Improper or hazardous wiring.	
<input type="checkbox"/>	1. <input type="checkbox"/> Access to electrical panels is inadequate. <input type="checkbox"/> If there are fuses, are the circuits properly fused.	
<input type="checkbox"/>	2. <input type="checkbox"/> Electrical convenience outlets or switches do not have device plates. <input type="checkbox"/> Burnt or painted outlets that need to be replaced. <input type="checkbox"/> Inadequate number of electrical convenience outlets. <input type="checkbox"/> Ground fault circuit interrupters not installed in the bathrooms and kitchens.	
<input type="checkbox"/>	3. Missing or damaged light fixtures, receptacles or switches.	
<b>Check if Violation (X)</b> <input type="checkbox"/>	<b>PLUMBING/HEATING LIGHT &amp; VENTILATION</b>	<b>Violation Correction Date</b>
<input type="checkbox"/>	1. <input type="checkbox"/> Improper toilets, lavatories, bathtubs, showers or other plumbing fixtures as required by the size or occupant load of the occupancy. <input type="checkbox"/> Any lavatories, sinks, bathtubs or similar fixtures where the spigot outlet is below the level of the basin rim, and any other fixtures where cross-connection or back-siphonage is possible. <input type="checkbox"/> Plumbing piping or fixtures of non-approved materials. <input type="checkbox"/> Leaking plumbing piping (supply and/or waste) <input type="checkbox"/> Sagging or improperly supported piping. <input type="checkbox"/> Clogged or inoperative plumbing piping. <input type="checkbox"/> Missing temperature/pressure relief valve on water heater.	
<input type="checkbox"/>	2. Substandard Laundry Facility. All residential buildings shall provide facilities for the washing of clothes in accordance with the provisions of the codes in force at the time the building was constructed. In an apartment house, where laundry facilities are not provided for each unit, means such as laundry trays or washing machines shall be provided elsewhere on site and shall be available to tenants.	
<input type="checkbox"/>	3. Inadequate or deteriorated heating or mechanical equipment.	
<input type="checkbox"/>	4. <input type="checkbox"/> Inadequate supply of combustion air for fuel fired equipment. <input type="checkbox"/> Improper gas piping.	
<input type="checkbox"/>	5. <input type="checkbox"/> Inadequate or no ventilation (either natural or mechanical ventilation) <input type="checkbox"/> Windows painted shut.	
<input type="checkbox"/>	6. Unlisted wood stoves or other appliances have been illegally installed.	
<input type="checkbox"/>	7. Appliances, including solid-fuel-burning appliances, have been installed without proper clearances to combustible materials.	
<input type="checkbox"/>	8. No windows or inadequate windows to provide natural light.	

Check if Violation (X) <input type="checkbox"/>	<b>SANITATION</b>	Violation Correction Date
<input type="checkbox"/>	<b>1.</b> Substandard Kitchen: Each dwelling unit shall be provided with a kitchen. The kitchen area shall contain: <input type="checkbox"/> A sink with hot and cold running water. <input type="checkbox"/> Space for a stove, microwave or hot plate. <input type="checkbox"/> Space for a refrigerator. <input type="checkbox"/> Adequate counter space for food preparation and dish washing. <input type="checkbox"/> Adequate storage space for kitchen utensils and food. <input type="checkbox"/> Adequate floor space. <input type="checkbox"/> Communal kitchens shall be permitted only in rooming house or boarding homes. Such communal kitchens shall be located within a room accessible to the occupants of each guest rooms sharing the use of the kitchen without going outside the rooming house or boarding home, or going through a unit of another occupant.	
<input type="checkbox"/>	<b>2.</b> Broken or plugged sewer.	
<input type="checkbox"/>	<b>3.</b> <input type="checkbox"/> Dampness, mold and/or mildew within the building. <input type="checkbox"/> Flaking, scaling, or peeling of wallpaper, paint or other interior wall coverings.	
<input type="checkbox"/>	<b>4.</b> Floor surfacing needs to be thoroughly cleaned or replaced.	
<input type="checkbox"/>	<b>5.</b> Wall surfacing needs to be thoroughly cleaned or replaced.	
<input type="checkbox"/>	<b>6.</b> Ceiling surfacing needs to be thoroughly cleaned or repaired.	
<input type="checkbox"/>	<b>7.</b> Infestation of vermin.	

**\*\*Building permits may be required for the repair of the building. Contact Community and Economic Development Department/Building and Land Use Services Division at (253) 591-5030 to verify whether permits are required for any work being performed.**

**\*\*\*The highlighted code requirements primarily apply to apartments and commercial units.**

**\*To be in compliance with Tacoma Municipal Code 6B.165.080, the Certificate of Inspection attached must be returned to the City of Tacoma, Tax and License Division within 90 days of receiving the notice that a Provisional Rental License is required.**

#### **6B.165.100 Inspection appeal.**

A. If a rental property owner does not agree with the findings of an inspection performed by a qualified inspector, as defined under this section, other than a city code enforcement officer, the property owner may request a Minimum Housing Code Inspection by a city code enforcement officer and pay the applicable fee.

B. If a rental property owner does not agree with the findings of an inspection performed by a city code enforcement officer under this section, the property owner may request an administrative review as provided in TMC 2.01.050.D.5.b. (Ord. 28537 Ex. A; passed Nov. 6, 2018; Ord. 28208 Ex. A; passed Mar. 18, 2014; Ord. 27967 Ex. A; passed Feb. 1, 2011)



City of Tacoma

Finance Department / Tax & License Division

**CERTIFICATE OF INSPECTION**  
**Provisional Rental Property License, TMC 6B.165**

Property Address: \_\_\_\_\_

By my signature, I certify that I have personally inspected this property and that this dwelling \_\_\_\_\_ does \_\_\_\_\_ does not comply with the standards set forth in the State Landlord Tenant Act, Title 59, Section 59.18.060. I also understand that knowingly submitting a falsified certificate of inspection is a gross misdemeanor punishable with a fine of up to five thousand dollars (\$5,000.00) and six months imprisonment.

I declare under penalty of perjury under the laws of the State of Washington that the foregoing is true and correct.

Date and place: \_\_\_\_\_

\_\_\_\_\_  
Inspector Signature/Date

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
License or Certification No.

\_\_\_\_\_  
Signature of Owner/Owner Representative

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Date of Receipt of Inspection Report

**Certificate of Inspection must be completed within 90 days of receiving the Notice of Provisional Rental Property License and returned to:**

**City of Tacoma**  
**Tax and License**  
**747 Market Street #212**  
**Tacoma, WA 98402**

For questions regarding the Provisional Rental Property License please call Tax & License at 253-591-5252.