



City of Florence

Residential Rental Unit Inspection Checklist

Minimum Safety Standards

Please complete one checklist for each rental unit up to four (4) units. If you manage or own five (5) or more units, you are required to have a business license, and can waive the checklist requirement by signing the affidavit on the Residential Rental Permit Application for Business. The intent of this checklist is to provide a reasonable level of predictability for owners, residents, and inspection personnel. No checklist can encompass every possible scenario and not all apparent violations present a threat to the health or safety of tenants. Accordingly, inspectors are required to use a significant amount of professional judgement. All items must comply with City building codes and be in good working order before the structure is occupied. Please contact the Building Department at 843-665-3151 with any questions you have or any clarification you need about these items.

Property Information

Property Address: _____

Tax Map Number (s): _____ Total Number of Units: _____

Structure Type: Single Family _____ Townhouse _____ Multi-Unit Apartment _____
 Multi-Unit Condominium _____ Other _____

Applicant Information

Owner _____ / Agent _____

Name: _____ Company Name: _____

Address: _____ City/State/Zip: _____

E-Mail: _____ Phone #: _____

Inspection Certification

I, _____, certify under penalty of false statement, that I have inspected unit(s) _____ as indicated on the attached checklist(s), and that the information provided is true and correct to the best of my knowledge.

Signed this _____ day of _____, 20_____.

Signature: _____ Title: _____

***** Please complete this form and sign the Inspection Certification. Complete one checklist per rental unit, adding checklists as necessary for additional units. If you have more than four units, you will need a business license and the individual checklist requirement is waived. You may email completed checklists to rentalpermits@cityofflorence.com.*****

Address: _____ Unit number: _____

Will this unit be occupied at any point during the permit period from July 1 to June 30? Yes _____ No _____

Yes	No	Area	Summary
		Exterior Structure	Shall be maintained in good repair, structurally sound, and sanitary so as not to pose a threat to the public health, safety, or welfare.
		Roofs & Drainage	Roof is not damaged or leaking.
		Doors & Deadbolts	Properly perform their intended function. Deadbolts MUST have keyless interior latch.
		Interior	Shall be maintained in good repair, structurally sound, and in sanitary condition.
		Interior Surfaces	No substantial holes in the walls, ceilings, or floors, or other loose or unstable conditions including windows and doors.
		Stairs & Walking Surfaces	Every stair, ramp, landing, balcony, porch, deck, or other walking surface shall be maintained in sound condition & good repair.
		Handrails & Guards	Must be provided where required, firmly fastened, and well maintained.
		Ventilation of Habitable Spaces	Habitable spaces require one window that can be opened to the outdoors.
		Plumbing Facilities & Fixtures	All occupied premises shall have potable water, adequate facilities, and properly functioning fixtures & equipment.
		Dwelling Units	Requires a properly functioning tub and/or shower, a lavatory, toilet, kitchen sink, stove, and refrigerator. These shall be maintained in a sanitary, safe, working condition.
		Plumbing Systems and Fixtures	Plumbing fixtures shall be properly installed and maintained in working order.
		Water Heating Facilities	Properly maintained in a safe condition, and capable to provide adequate hot water at every required sink, tub/shower, and laundry facility.
		Sanitary Drainage System	Properly connected to sewer system and free of leaks.
		Mechanical and Electrical	Systems properly installed and maintained.
		Heat Supply	Capable of providing heat of at least 68 degrees F in all habitable areas.
		Mechanical - HVAC	Properly installed and maintained in safe working condition and capable of performing the intended function if applicable.
		Electrical Equipment	Electrical equipment, wiring, and appliances shall be properly installed and maintained in a safe and approved manner.
		Electrical Equipment	Flexible cords shall not be used for permanent wiring or run through doors, windows, or cabinets, or concealed within walls, floors, or ceilings.
		Fire Safety	Provide and maintain adequate fire safety provisions.
		Means of Egress	All areas of egress to be safely maintained and unobstructed.
		Smoke Alarms	Shall be provided in each sleeping area (bedroom) and on the second floor.
		Carbon Monoxide Alarm	Shall be installed in all units that have fuel burning appliances (stoves, water heater, and gas logs and fireplaces).