

## 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.

### Property Type (Select one):

- Multi-Family Property/ Condominium Owners Association
- Single-Family Rental Home/ Duplex Rental/ Condominium Unit

Date (MM/DD/YYYY):
Property Name:
Property's Legal Address:
Number of Buildings:
Number of Units:
Number of Pools:
Number of Spas:

**Administrative Failure Notice** – Failure to produce and/or display any of the below listed (applicable) documents at the time of the random audit or Inspection may result in administrative failure invoicing at the rate of **\$86 per dwelling unit existing on-site** as authorized in *Ch.27-42 (f) of City of Dallas Code Ordinance*. These documents may not be expired or pending.

### Administrative Checklist

- Certificate of Occupancy (Multi-family Properties Only)
- Certificate of Registration (Multi-family or Single-Family Rental)
- Swimming Pool Permit (*if applicable*)
- Manager of Pool Operations Certificate (*if applicable*)
- Master Meter Notice (*if applicable*)
- Crime Watch Attendance Certificate (Multi-family Properties Only)  
(Required attendance of four (4) meetings per calendar year)
- Crime-Free Addendum

Exterior Checklist

- Premises are free of any holes, excavations, or sharp protrusions... Structural members are free from deterioration... Foundations and foundation components are in operating condition... No unprotected exterior surfaces: no exposed metal or wood surfaces... Handrails and Guardrails are maintained in operating condition... Steps and Stairways are in operating condition... Retaining walls, decorative walls, and barriers are in operating condition... All roofs are in operating condition... All gutters and downspouts, if any, are in operating condition... All numbers are posted on each building and each unit... All balconies, landings, porches, decks, support posts, columns, canopies, and walkways are in operating condition... No accessory outside storage violations: a person shall not place, store, or maintain outside for a period over 24 hours... Chimneys, smokestacks, and similar appurtenances are in operating condition... Plumbing fixtures are connected to a public sewer system... Electrical equipment and materials are in operating condition... Exterior windows and skylights are maintained so that they are weather-tight... Exterior doors are maintained so that they are weather-tight... Illumination (lighting) is provided from dusk until dawn... Garbage storage areas are visually screened on all sides visible from the street... Life Hazards are not present on the premises of the property

X \_\_\_\_\_ Property Owner/Manager

Date: \_\_\_\_\_