

SELF CERTIFICATION CHECKLIST FOR MANAGERS AND TENANTS

Interior Checklist

- Air conditioning System** is in operable condition and capable of maintaining a room temperature of at least 15 degrees cooler than the outside temperature, but in no event higher than 85° F; window-mounted units, if provided, are installed in compliance with the construction codes (27-11(e)(1)(A))
- Heating System** is in operable condition and capable of maintaining a room temperature of at least 15 degrees warmer than the outside temperature, but in no event lower than 68° F in each habitable room or structure, if provided (27-11(e)(2)(A))
- Appliances** are in operating condition if provided by the property owner (27-11(e)(3))
- Water heating equipment** is in operating condition (27-11(f)(4)(A)), with a pressure relief valve with an approved drain line (27-11(f)(4)(B)), supplies hot water at a minimum temperature of 110 F (27-11(f)(4)(C)), vents all fuel-filled equipment as required (27-11(f)(4)(D)), and all boilers and central heating plants in operating condition (27-11(f)(4)(E))
- Plumbing systems** are in operating condition (27-11(f)(1)(A)) and all plumbing fixtures are free of cross-connections and conditions that permit backflow (27-11(f)(1)(B))
- Kitchen is equipped with a **kitchen sink** (27-11(f)(3)(A)), the bathroom has a minimum of **one toilet**, a **lavatory sink**, and either a **bathtub**, **shower**, or combination (27-11(f)(3)(A)) plumbing fixtures are connected to an approved potable water supply system (27-11(f)(3)(B)), **toilets/urinals** are equipped with cold potable water under pressure necessary for safe and sanitary operation (27-11(f)(3)(D)), **plumbing fixtures** are connected to a public sewer system or approved private system (27-11(f)(3)(E)) All systems are in operating condition and there are no unsafe, unsanitary and inoperable conditions (27-11(f)(3)(F))
- Electrical equipment and materials** are in operating condition (27-11) (g)(1), all electrical circuits and outlets in operating condition (27-11(g)(2), and each habitable room, bathroom, hallway, and stairway of a dwelling unit has at least one outlet controlled by a wall switch unless a wall switch is not required by the construction codes of Ordinance (27-11(g)(3)) there is no use of extension cords and flexible cords as substitutes for permanent wiring (27-11(g)(5))
- Interior surfaces, including windows and doors**, are in operating condition with no peeling, chipping, or flaking paint; cracked or loose plaster, wood, or other defective surface conditions (27-11(d)(9)(C)-(E))
- Interior walls and ceilings** are in operating condition and securely fastened to eliminate collapse hazards (27-11(d)(9)(A)-(B))
- All **countertops and backsplashes** are maintained and free of decay, rust, and rot (27-11(d)(8))
- Shower enclosures** are maintained free of holes, cracks, breaches, decay, rust, and rot (27-11(d)(7))
- Floors** are maintained and free from holes, cracks, decay, and trip hazards (27-11(d)(6))
- Security devices** are provided and maintained as required in Sections 92.153, 92.154, and 92.155 of the Texas Property Code (27-11(j))
- Unit is abiding by **occupancy limits** in Texas Property Code Section 92.010 (27-15) (No more than 3 adults per bedroom)
- There is no **infestation** or any condition that contributes to infestation (27-11) (i)(1)(A))
- Interiors of all **vacant dwelling units** are free of solid waste
- Smoke alarms** are provided and operable in the unit as required (907.2.11.2)
- Life Hazards** are not present in the unit interior (See *Definitions*)

X _____
Property Owner/Manager

X _____
Tenant Signature

Date: _____

Date: _____

Building Number: _____

Unit Number: _____

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Definitions:

LIFE HAZARD DEFINITIONS:

If the violation is noted as a life hazard, abatement must be completed within 24 hours.

Examples of life hazard violations include, but are not limited to:

- *No hot water (110 F)*
- *Air conditioning is not in operating condition*
- *Heating equipment not in operating condition*
- *Exposed electrical*
- *Raw sewage*

OPERATING CONDITION means free of leaks, safe, sanitary, structurally sound, and in good working order. (27-3(23))

CRIME PREVENTION ADDENDUM means an addendum to a residential lease or rental agreement for the use of a rental property as required by Section 27-43 of this chapter.

DWELLING means a structure or building used, intended, or designed to be used, rented, leased, let, or hired out to be occupied, or that is occupied for living purposes.

HABITABLE ROOM means a space in a building or structure for living, sleeping, eating, or cooking. Bathrooms, toilet rooms, closets, halls, storage, utility spaces, and other similar areas, are not considered habitable rooms.

INFESTATION means the presence, within or contiguous to a structure or premises, of insects, rodents, vectors, or other pests.

PLUMBING FIXTURES means gas pipes, water pipes, toilets, lavatories, urinals, sinks, laundry tubs, dishwashers, garbage disposal units, clothes-washing machines, catch basins, wash basins, bathtubs, shower baths, sewer pipes, sewage systems, septic tanks, drains, vents, traps, and other fuel-burning or water-using fixtures and appliances, together with all connections to pipes.

SANITARY means any condition of good order and cleanliness that precludes the probability of disease transmission.

WORKMANLIKE means executed in a skilled manner, for example, generally plumb, level, square, in line, undamaged, and without marring adjacent work.