



**CODE ENFORCEMENT DIVISION - RESIDENTIAL RENTAL INSPECTION PROGRAM  
SELF-CERTIFICATION CHECKLIST**

The Self-Certification Checklist is designed to assist owners in determining whether their properties qualify to participate in the Self-Certification Program. Each item on the checklist must be verified as being in compliance or marked as “Not Applicable.” Use the “comments” section to explain actions taken if you were unable to access to the unit or to relay additional information about the items checked.

Owners should recognize that the Self-Certification Checklist is not all inclusive and that in addition to the items listed below, Owners are responsible for ensuring that their apartments are in compliance with the applicable provisions of the Hayward Municipal Code, including California Building Model Codes, and the International Property Maintenance Code. For copies visit [www.hayward-ca.gov](http://www.hayward-ca.gov); <http://archive.org/details/gov.law.icc.ipmc.2012>; or <http://www.bsc.ca.gov/codes.aspx>.

ADDRESS:	NUMBER OF UNITS:
COMPLEX NAME:	INSPECTION DATE:

<b>EXTERIOR/COMMON AREAS/SCHEDULE “B”</b>	<b>Compliance Verified</b>	<b>Not Applicable</b>	<b>Unit # Address:</b>
<b>Building</b>			
Foundations are in good solid condition.			
Exterior paint showing no signs of damaging deterioration.			
Exterior walls are free of major cracks and erosion.			
Walkways are safe.			
Roofs are in good repair.			
Gutter /downspouts are unclogged and in good condition.			
Staircases are sound and in good condition.			
Exterior lighting is in good working order.			
Electrical service panels, meters and enclosures are in good condition.			
Decks and balconies are in good solid condition.			
Chimneys have spark arrestors.			
<b>Doors and Locks</b>			
Solid core doors are installed			
Entry doors are equipped with deadbolt locks and passage door locks with deadlocking latches. All locks work.			
All exterior doors open and shut properly.			
Sliding patio doors work properly including all locking and latching mechanisms.			

<b>EXTERIOR COMMON AREAS "B" CONTINUED</b>	Compliance Verified	Not Applicable	<b>Unit # Address:</b>
<b>Landscaping</b>			
The property landscaping is being properly maintained and free of liter.			
Storm drains are clear of debris and in good condition.			
<b>Fire Extinguishers(s)</b>			
Fire extinguishers are provided and installed according to the State Fire and Safety Codes.			
Each extinguisher has been tagged and serviced by a State licensed contractor within the last year and after each use.			
<b>Date Inspected:</b>			
<b>Inspectors Signature and Title:</b>			
<b>Resident Signature:</b>			
<b>Exiting</b>			
Exits are clear and unobstructed all the way to the public right of way.			
All "EXIT" signs and lighting is in working order.			
The area on and beneath exit stairs is clear of material.			
Fire doors are operable and in good condition.			
<b>Garbage/Recycling Materials</b>			
Garbage service and sufficient garbage containers are provided on site.			
All unsanitary garbage bins have been cleaned and/or replaced.			
Garbage receptacles are stored in proper enclosures.			
<b>Fences and Gates</b>			
Property fences and gates are in good working condition.			
<b>Laundry Rooms</b>			
Interiors are clean and facilities are maintained in good condition			
<b>Pools</b>			
Swimming pool gates and enclosures are in compliance.			
Swimming pool is clean.			
Contact Alameda County Environmental Health Dept. <a href="http://www.cdph.ca.gov/HealthInfo/environhealth/water/Pages/CaliforniaPublicSwimmingPoolRequirements.aspx">http://www.cdph.ca.gov/HealthInfo/environhealth/water/Pages/CaliforniaPublicSwimmingPoolRequirements.aspx</a>			
<b>Parking</b>			
Driveways and parking areas are in good condition.			
Carports are in good condition			
<b>Sewer</b>			
Clean-out lines are unobstructed and in good condition.			

INTERIOR/SCHEDULE "B"	Compliance Verified	Not Applicable	Unit # Address:
<b>Kitchen</b>			
Floor covering is free of trip hazards.			
Electrical outlets are functional and have cover plates.			
GFCI's properly installed and in working condition.			
Light switches function and have cover-plates.			
Overhead lighting is operational and in good repair.			
Windows are equipped with proper locking devices.			
Windows with screens are in good condition.			
Stove burners and oven works safely with functioning door and knobs that turn completely on and off.			
Gas stove is free of gaseous odors <i>immediately report gas leaks or gaseous odors to PG&amp;E 800-743-5000.</i>			
Stove hood/filter and fan are working properly.			
The dishwasher functions properly.			
The garbage disposal is in good working order.			
The kitchen sink and faucets drain properly and are free from leakage.			
The refrigerator is in good working order.			
<b>Living Room</b>			
Floor covering is free of trip hazards.			
Electrical outlets are functional and have cover-plates.			
Light switches function and have cover-plates.			
Windows and windowpanes are intact, unbroken and not cracked.			
Windows are equipped with proper locking devices.			
Window screens are in good condition.			
<b>Smoke &amp; Carbon Monoxide Detector/Hallways and Bedrooms</b>			
Smoke detectors are installed in hallways and sleeping rooms.			
All smoke detectors are in working order.			
A minimum of one Carbon Monoxide Detector shall be installed in each residential unit. Installed outside of the sleeping quarters and installed per the manufacturers specifications.			
To ensure that smoke detectors/carbon monoxide detectors have been inspected annually the owner/or on site manager will keep in unit file documentation that states the date the smoke/carbon monoxide detectors were last serviced and if possible the signature of the resident, along with the maintenance personnel and owner/or onsite manager.			
<b>Date Inspected:</b>			
<b>Inspectors Signature and Title:</b>			

INTERIOR /SCHEDULE "B" CONTINUED	Compliance Verified	Not Applicable	Unit # Address:
<b>Bedroom I</b>			
Floor covering is free of trip hazards.			
Electrical outlets are functional and have cover plates.			
Light switches function and have cover-plates.			
Windows and panes are intact, un-broken. No cracks.			
Windows are equipped with proper locking devices.			
Window screens are in good condition.			
Egress windows are operable and open completely.			
<b>NOTE:</b> If bedroom window bars exist they are correctly installed and have the required quick -release mechanisms.			
<b>Bedroom II</b>			
Floor covering is free of trip hazards.			
Electrical outlets are functional and have cover-plates.			
Light switches function and have cover-plates.			
Windows and windowpanes are intact, unbroken. No cracks.			
Windows are equipped with proper locking devices.			
Window screens are in good condition.			
Egress windows are operable and open completely.			
<b>NOTE:</b> If there are bedroom window bars they are correctly installed and have the required quick release mechanisms.			
<b>Bedroom III</b>			
Floor covering is free of trip hazards.			
Electrical outlets are functional and have cover-plates.			
Light switches function and have cover-plates.			
Windows and windowpanes are intact, unbroken. No cracks.			
Windows are equipped with proper locking devices.			
Window screens are in good condition.			
Egress windows are operable and open completely.			
<b>NOTE:</b> If bedroom window bars exist they are correctly installed and have the required quick -release mechanisms approved.			
<b>Bedroom IV</b>			
Floor covering is free of trip hazards.			
Electrical outlets are functional and have cover-plates.			
Light switches function and have cover-plates.			

INTERIOR/ SCHEDULE "B" CONTINUED	Compliance Verified	Not Applicable	Unit # Address:
Windows and windowpanes are intact, unbroken. No cracks.			
Windows are equipped with proper locking devices.			
Window screens are in good condition.			
Egress windows are operable and open completely.			
<b>NOTE:</b> If bedroom window bars exist they are correctly installed and have the required quick-release mechanisms approved.			
<b>Bedroom V</b>			
Floor covering is free of trip hazards.			
Electrical outlets are functional and have cover-plates.			
Light switches function and have cover-plates.			
Windows and windowpanes are intact, unbroken no cracks.			
Windows are equipped with proper locking devices.			
Window screens are in good condition.			
Egress windows are operable and open completely.			
<b>NOTE:</b> If there are bedroom window bars they are correctly installed and have the required quick release mechanisms approved.			
<b>Bathroom I</b>			
Floor covering is free of trip hazards			
Electrical outlets are functional and have cover-plates.			
Overhead lighting is operational and in good repair.			
GFCI's properly installed and in working condition.			
Windows and windowpanes are intact, unbroken no cracks.			
Windows are equipped with proper locking devices.			
Window screens are in good condition.			
The ceiling exhaust fan is in good working condition.			
The sink, faucet, bathtub and toilets drain properly. No leaks.			
The toilet is secure.			
The sink, bathtubs/ shower surrounds are in good condition.			
Light fixtures are secure and in working order.			
Towel-bars and accessories are secure.			

INTERIOR/ SCHEDULE "B" CONTINUED	Compliance Verified	Not Applicable	UNIT # Address:
<b>Bathroom II</b>			
Floor covering is free of trip hazards			
Electrical outlets are functional and have cover-plates.			
Light switches function and have cover-plates.			
Overhead lighting is operational and in good repair.			
GFCI's properly installed and in working condition.			
Windows and windowpanes are intact, unbroken no cracks.			
Windows are equipped with proper locking devices.			
Window screens are in good condition.			
The ceiling exhaust fan is in good working condition.			
The sink, faucet, bathtub and toilets drain properly. No leaks.			
The toilet is secure.			
The sinks, bathtubs/ shower are in good condition.			
Light fixtures are secure and in working order.			
Towel-bars and accessories are secure.			
<b>Bathroom III</b>			
Floor covering is free of trip hazards.			
Electrical outlets are functional and have cover-plates.			
Light switches function and have cover-plates.			
Overhead lighting is operational and in good repair.			
GFCI's properly installed and in working condition.			
Windows and windowpanes are intact, unbroken no cracks.			
Windows are equipped with proper locking devices.			
Window screens are in good condition.			
Egress windows are operable and open completely			
<b>Note:</b> If there are bedroom window bars they are correctly installed and have the required quick release mechanisms approved.			
The ceiling exhaust fan is in good working condition.			
The sink, faucet, bathtub and toilets drain properly and are free of leaks.			
The toilet is secure.			
The sinks, bathtubs/or shower surrounds are in good condition.			
Light fixtures are secure and in working order.			
Towel-bars and accessories are secure.			

<b>OTHER IMPORTANT ITEMS</b>	Compliance Verified	Not Applicable	<b>Unit #</b> <b>Address:</b>
<b>Electrical Safety Requirements</b>			
The unit has no exposed or bare live wires.			
The use of extension cords and electrical adapters are not overloading the circuit and are “UL” approved for the amperage of the device.			
If the building was constructed in 1960 or earlier: The fuses in the panel box that serves each unit is rated at least 15 amps.			
Note: If the fuses are greater than 15 amps and the unit was built in 1960 or before, an electrical danger is present unless the wiring has been updated. The City strongly recommends that you contact a licensed electrician if you are not sure about the proper fuses for the building or units.			
Sub-panels are labeled and breakers are in proper working condition.			
<b>Plumbing and Mechanical Requirements</b>			
Electrical or gas heaters are functioning properly <b>Note:</b> If there is a high pressure gas boiler system (not the water heater), the boiler heater system is in proper working condition.			
The water heater is in working order supplying water at a minimum of 120F.			
The water heater has a working temperature and pressure release valve including a proper drain line on the pressure relief valve.			
The water heater is properly strapped.			
Gas lines have shut off valves at the appliance connection. All service gas lines are free of leaks. If you smell gaseous odors report immediately to <b>PG&amp;E 800-743-5000.</b>			
The vent pipes that serve gas heating appliances are terminated above the roofline with vent caps (direct vent heaters exempt).			
<b>Mold</b>			
There is no visible mold in the unit. <b>Information:</b> If mold is found assess the situation by cleaning and/or using a professional mold abatement company to refinish all deteriorated surfaces and remedy the water intrusion problem, the City of Hayward recommends that you give your tenants a Mold Notification Addendum to add to your rental agreement. This addendum should inform residents about mold and their responsibilities to prevent mold growth and how to inform owner of possible water intrusion/mold in unit. <a href="http://www.cdph.ca.gov/search/results.aspx?k=MOLD">http://www.cdph.ca.gov/search/results.aspx?k=MOLD</a>			

