



### **Exterior Inspection for Point of Sales and Rentals Guidelines**

**ROOF** Check for loose, damaged, deteriorated, and/or missing roof covering. Holes or other structural damage shall be repaired. Flashing shall be properly installed, secure, and free from deterioration.

**CHIMNEY** Should be plumb and free of loose, damaged, or missing bricks. Check for loose or missing mortar between bricks.

**GUTTERS/DOWNSPOUTS** Damaged, deteriorated and/or missing gutters and downspouts must be replaced. Check for deteriorated gutter boards. Downspouts shall be connected to storm sewers, except where no storm exists then may be surface splashed onto owner's property.

**WALLS** Check for loose, damaged or missing siding and trim. The siding material shall be the same type on all sides of the structure. Damaged or missing corner caps or corner trim boards should be replaced. Brick walls should be free of damaged or missing bricks, and loose or deteriorated mortar joints. Faded or weathered aluminum siding shall be painted or replaced.

**WINDOWS** Check windows for cracked, broken, or missing windowpanes, loose or missing window glazing, damaged or deteriorated sills, frames, and casing. Torn or damaged screens must be replaced.

**DOORS** Exterior doors should fit into their frames and have a lock. Check for loose, damaged, or missing door stops, threshold, frame, and casing.

**STEPS** If masonry, check foundation, risers, and wingwalls for loose, damaged, or missing bricks or deteriorated mortar joints. Mortar must be contained in the joint and not smeared over brick or stone. Excess mortar must be removed. New mortar shall be tinted to match the existing mortar as closely as possible. A thin layer of mortar or concrete commonly called a shell coat is not permitted in lieu of proper tuckpointing. Check treads and stoop for severe spalling, breaks, missing pieces, and /or separation from house. Wood steps must be on an adequate foundation and properly attached to porch or house. Stringers, risers, treads, and lattice shall be free of damage or deterioration. Handrails on all step units shall be free of deterioration, and properly secured.

**PORCH** Replace any damaged, deteriorated, or missing members of ceiling, floor, railing, support columns, and/or trim. Check for sagging or spongy floor, and loose ceiling or floor boards. Check sill box boards for deterioration and separation at the corners.

**PERIMETER RAILINGS** A railing is required around the perimeter of a second-floor porch, deck or roof area accessible by means of a door. An approved railing must be constructed at least 36" in height with spindles placed no more than 4" apart. Railings must be painted or stained. A building permit must be obtained before installation of a railing.

**FOUNDATION** Check for loose, damaged, or missing bricks, deteriorated mortar joints, and bowing of foundation walls. Openings in foundation walls for coal chutes, windows, electrical service, etc., shall be properly sealed.

**WINDOW WELLS** Check for loose, deteriorated, or missing bricks, bowing walls, and deteriorated mortar joints. Window wells are to be kept free of debris and litter. Drains are to be maintained in proper working condition

**PAINTED SURFACES** All painted surfaces which are peeling, flaking, or blistering shall be scraped, primed, and painted.

**ELECTRICAL** House to garage service conductors must be properly installed and not sag. All exterior fixtures, switches, and receptacles shall be approved for exterior use, properly installed, and fully operational.

**ADDRESS** The property identification number must be prominently displayed in numerals.

**Garage** All garage walls shall be plumb, and free of damaged, deteriorated, or missing siding or trim. The siding material shall be the same type on all sides. Factory primed pressboard siding must be painted to prevent deterioration. Garage bay door panels shall be maintained free of deterioration. All doors shall be fully operational and properly installed. Windows shall be free of broken or severely cracked panes. Boarded up windows are not acceptable. Gutters and downspouts shall be properly installed, and free of damage, deterioration, or leaks. The roof covering shall be the proper type for the pitch of the roof and be maintained in good condition.

**YARD** Landscaped areas shall be kept free of tall grass/weeds, dead trees or tree branches, litter, debris, and non-usables. Firewood must be stored 1 foot above the ground. Shrubbery must be maintained and kept from encroaching onto the public sidewalk. Junk cars or inoperative motor vehicles must be removed, restored to operable condition, or kept completely in the garage.

**SERVICE WALKS** Check for broken, loose, or missing pieces of the walk blocks. Vertical separation between blocks of 1 inch or more is not acceptable.

**DRIVEWAY** Asphalt driveways shall be free of cracks  $\frac{1}{4}$  inch wide or larger, deteriorated areas, or depressions. Proper grade must be maintained. Concrete driveways shall be free of broken or deteriorated areas, large cracks, holes, and blocks with a vertical separation of 1 inch or more

**FENCES** Fences shall be structurally sound and free of loose, damaged, or deteriorated members. Any areas with peeling or flaking paint shall be scraped, primed, and painted.