

# City of Seven Hills Building Department

7325 Summitview Drive  
Seven Hills, Ohio 44131  
216-524-4427  
Fax: 216-525-6283

## Rental Property Inspection Checklist

Property Address _____ PP Number _____	<b>SHCO 1143.40(c)3</b> <b>Inspection Requirements:</b> At least monthly, each owner of rental property or his or her designated agent or custodian shall inspect the premises. The agent or custodian shall immediately notify the owner of any condition existing there upon which is in violation of any housing, building, health or sanitation provision of these Codified Ordinances. A record of such inspections shall be kept and shall be made available to the Building Commissioner upon request. This record shall also be included in the annual registration application.
Property Owner/Agent Name _____ Address _____	
Phone Number (_____) _____ Email Address _____	
Occupant _____ Phone Number (_____) _____	
<u>Inspection reporting</u>	
Date: _____ Deficiencies: _____	
Date: _____ Deficiencies: _____	
Date: _____ Deficiencies: _____	
Date: _____ Deficiencies: _____	
Date: _____ Deficiencies: _____	

Signature of Owner/Agent \_\_\_\_\_

Building Commissioner \_\_\_\_\_

Date \_\_\_\_\_

Application Number \_\_\_\_\_

Receipt Number \_\_\_\_\_