



City of
Moundsville

| | |
|------------------------|---------------------|
| <i>City Clerk</i> | <i>304-845-3394</i> |
| <i>City Manager</i> | <i>304-845-6300</i> |
| <i>Fire Department</i> | <i>304-845-2050</i> |

**RESIDENTIAL RENTAL
PROPERTY REGISTRATION
PRE-INSPECTION CHECKLIST**

Note:

The intent of the City of Moundsville Rental Housing Inspection program is the Safety and Maintenance of the dwelling and property.

The Rental Inspection Checklist is based on the International Property Maintenance Code and part of the West Virginia State Building Code adopted by the City of Moundsville.

This is not a comprehensive list of all requirements, and can be updated as necessary.

If you have questions? Please call the City of Moundsville Building Department 304-830-1876

Smoke/Carbon Monoxide Detectors:

- Properly installed and operable.
- Installed in correct locations.

Smoke Alarms

In each sleeping room:

1. Outside each separate sleeping area in the immediate vicinity of the bedrooms.
2. On each additional story of the dwelling, including basements and habitable attics (not required in crawl spaces and uninhabitable attics).
 - A. In split level dwellings without a door between the adjacent levels a smoke alarm installed on the upper level shall suffice for the lower level as long as the lower level is less than one full story below the upper level.



Smoke Alarms (continued)

- B. Smoke alarms shall be installed not less than 3 feet (914 mm) horizontally from the door or opening of a bathroom that contains a bathtub or shower unless this would prevent placement of a smoke alarm.

Installation near cooking appliances:

1. Ionization smoke alarms shall not be installed less than 20 feet (6096 mm) horizontally from a permanently installed cooking appliance.
2. Ionization smoke alarms with an alarm-silencing switch shall not be installed less than 10 feet (3048 mm) horizontally from a permanently installed cooking appliance.
3. Photoelectric smoke alarms shall not be installed less than 6 feet (1828 mm) horizontally from a permanently installed cooking appliance.

Carbon Monoxide Alarms

Are Required when:

- The dwelling unit contains a fuel-fired appliance (furnace, stove, water heater, washer/dryer, etc.).
- The dwelling unit has an attached garage.

In sleeping areas:

1. Carbon monoxide alarms in dwelling units shall be installed outside of each separate sleeping area in the immediate vicinity of the bedrooms.
2. Where a fuel-burning appliance is located within a bedroom or its attached bathroom, a carbon monoxide alarm shall be installed within the bedroom.

Furnace:

1. Gas shut-off valve and on/off switch, when applicable.
2. Vent secured and properly pitched.
3. Filters are replaced/cleaned regularly.
4. Operable, provides minimum 68 degrees.
5. Adequate surrounding clearance.



City of
Moundsville

| | |
|------------------------|---------------------|
| <i>City Clerk</i> | <i>304-845-3394</i> |
| <i>City Manager</i> | <i>304-845-6300</i> |
| <i>Fire Department</i> | <i>304-845-2050</i> |

Water Heater:

1. Gas shut-off valve, when applicable.
2. Proper pop-off valve and drop pipe.
3. Vent secured and properly pitched.
4. Operable, with no rust holes or leaks.
5. Adequate surrounding clearance.

Electrical Panel:

1. Service amps adequate for usage.
2. Properly grounded and in good condition.
3. No open circuits in box.
4. All circuits clearly labeled.
5. Properly sized fuses if used.
6. Adequate clearance and easy access (minimum 36" unimpeded).

General Electrical:

1. Covers on switches, junction boxes and outlets.
2. Splices are to be located in junction boxes.
3. Wires are properly protected and supported.
4. Ground Fault Circuit Interrupters (GFCIs) are required in bathroom, kitchen, basement, garage and exterior areas.
 - A. All receptacles within 6' of a water source (sink, faucet, etc.) must be GFCI.
5. Switches, outlets and fixtures operable.
6. Minimum 2 outlets in all rooms, properly spaced.
7. Buffer space between lights and combustibles.
8. Safe use of extension cords.
9. Exterior service lines secure and protected.



City of
Moundsville

City Clerk 304-845-3394
City Manager 304-845-6300
Fire Department 304-845-2050

General Plumbing:

1. Installed correctly with no leaks or drips.
2. Proper venting.
3. Hot and cold-water at all sinks, bathtubs & showers.
4. Functioning drains with proper traps and covers.

Toilets:

1. Operating properly.
2. No leaks or continuous running.

Laundry:

1. Clothes dryer exhaust systems shall be independent of all other systems and shall be exhausted outside the structure in accordance with the manufacturer's instructions.
2. Screens shall not be installed at the exhaust termination.
3. Gas appliances must have a shut-off valve at the appliance.
4. Electric appliances must have a proper and grounded connection.

Windows:

1. Lockable.
2. Snug fit, openable, and not broken or cracked.
3. Bathrooms have operable window or a vent fan.
4. Egress windows for bedrooms.

Doors:

1. Bedrooms and bathrooms require privacy doors.
 - A. Bedroom/Bathroom doors – unobstructed egress from room, no padlocks or inside keyed.
2. Exterior doors – unobstructed egress from home, lockable, snug fit, operable, and unbroken.



City of **Moundsville**

| | |
|------------------------|---------------------|
| <i>City Clerk</i> | 304-845-3394 |
| <i>City Manager</i> | 304-845-6300 |
| <i>Fire Department</i> | 304-845-2050 |

Rooms:

1. Walls, floors, and ceilings intact and maintained.
2. Unobstructed egress within and out of home.
3. Properly sized for the number of occupants.
4. Fireplaces and/or wood stoves operable and maintained.
5. No rubbish or garbage accumulation, infestations.
6. Basement bedrooms comply with all safety codes.

Stairways:

1. Adequately lighted, no stored items blocking egress.
2. Steps stable, unbroken, and of adequate strength.
3. Handrails required if 4 or more steps.
4. Guardrails on open stairs over 30" high.

Building Exterior:

1. Roof waterproof and maintained, gutters work.
2. Walls, foundations, chimney maintained.
3. Porches solid and maintained.
4. No openings for animal infestation.
5. Guardrails on porches or stairs over 30" high
6. Handrails required if 4 or more steps.
7. House numbers present and readable from street.

Garage:

1. Proper electrical service, wiring, fixtures, etc.
2. Structure solid & maintained.



City of
Moundsville

City Clerk 304-845-3394
City Manager 304-845-6300
Fire Department 304-845-2050

Yard:

1. Fences maintained in a good and safe condition.
2. Grass, shrubs, trees maintained to City ordinance.
3. Accessory buildings maintained in a good and safe condition.
4. Pools maintained and secure from child entry.
5. Outdoor trash kept in solid, covered containers.
6. No junk, trash or building materials stored outside.
7. No inoperable vehicles or stored vehicle parts/tires stored outside.
8. No unsafe or unsanitary conditions.
9. Yards must be free of pet waste.

General:

1. Permits are required for all work (homeowner or contractor).
2. It is recommended, but not required that a fire extinguisher be provided for safety.

Note:

The intent of the City of Moundsville Rental Housing Inspection program is the Safety and Maintenance of the dwelling and property.

The Rental Inspection Checklist is based on the International Property Maintenance Code and part of the West Virginia State Building Code adopted by the City of Moundsville.

This is not a comprehensive list of all requirements, and may be updated without notice.

If you have questions? Please call the City of Moundsville Building Department 304-830-1876

Rental Form 4/10/2024

WEST VIRGINIA CODE: §37-6-30

§37-6-30. Landlord to deliver premises; duty to maintain premises in fit and habitable condition.

With respect to residential property:

(a) A landlord shall:

(1) At the commencement of a tenancy, deliver the dwelling unit and surrounding premises in a fit and habitable condition, and shall thereafter maintain the leased property in such condition; and

(2) Maintain the leased property in a condition that meets requirements of applicable health, safety, fire and housing codes, unless the failure to meet those requirements is the fault of the tenant, a member of his family or other person on the premises with his consent; and

(3) In multiple housing units, keep clean, safe and in repair all common areas of the premises remaining under his control that are maintained for the use and benefit of his tenants; and

(4) Make all repairs necessary to keep the premises in a fit and habitable condition, unless said repairs were necessitated primarily by a lack of reasonable care by the tenant, a member of his family or other person on the premises with his consent; and

(5) Maintain in good and safe working order and condition all electrical, plumbing, sanitary, heating, ventilating, air- conditioning and other facilities and appliances, including elevators, supplied or required to be supplied by him by written or oral agreement or by law; and

(6) In multiple housing units, provide and maintain appropriate conveniences for the removal of ashes, garbage, rubbish and other waste incidental to the occupancy of the dwelling unit; and

(7) With respect to dwelling units supplied by direct public utility connections, supply running water and reasonable amounts of hot water at all times, and reasonable heat between October 1, and the last day of April, except where the dwelling unit is so constructed that running water, heat or hot water is generated by an installation within the exclusive control of the tenant.

(b) If a landlord's duty under the rental agreement exceeds a duty imposed by this section, that portion of the rental agreement imposing a greater duty shall control.

(c) None of the provisions of this section shall be deemed to require the landlord to make repairs when the tenant is in arrears in payment of rent.

(d) For the purposes of this section, the term "multiple housing unit" shall mean a dwelling which contains a room or group of rooms located within a building or structure forming more than one habitable unit for occupants for living, sleeping, eating and cooking.

WEST VIRGINIA CODE: §37-6A-5

§37-6A-5. Landlord's noncompliance.

(a) If a landlord fails to comply with any of the provisions of this article, and such noncompliance is willful or not in good faith, the tenant is entitled to a judgment for:

(1) The amount of any unreturned security deposit; and

(2) Damages for annoyance or inconvenience resulting from the landlord's nonconformance equal to one and a half times the amount wrongfully withheld, unless the tenant owes rent to the landlord, in which case, the court shall order an amount equal to any amount awarded to the tenant pursuant to this subsection to be credited against any rent due to the landlord.

(b) Jurisdiction for any civil action brought pursuant to this article shall be in magistrate court or circuit court in the county where the residential rental premises or units are located.

(c) This section does not limit rights or remedies available to a landlord or tenant under any other law.

