



# Residential Rental Property Self-Certification Checklist

Rental property municipal address	Rental Property number	Office Use Only – License No.
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This Residential Rental Property Self-Certification Checklist is designed to assist property owners in determining whether their properties comply with the City of Thorold’s Property Standards By-law and Clean Yards By-law. Each item on the checklist must be indicated as being “Compliant”, “Non-Compliant” or marked as “Non-Applicable”. Please use the comments section to explain proposed actions to address non-conforming items or explain why an item is not applicable. Please complete one checklist for each Rental Property and supply all tenants within the Rental Property with a completed checklist.

Property owners should note that this Self-Certification Checklist is not all-inclusive. In addition to the items listed below, property owners are responsible for ensuring that all their units are in compliance with applicable Thorold By-laws (e.g. Zoning Bylaw) and any other applicable Provincial/Federal standards (e.g. the Building Code and Fire Code).

Exterior and common areas	Applicant Verified	Compliance Verified	Comments
<b>Exterior property areas</b>		<b>(Office use only)</b>	
The property is free of garbage and litter		<input type="radio"/> Compliant <input type="radio"/> Non-Compliant <input type="radio"/> N/A	
The property landscaping is properly maintained		<input type="radio"/> Compliant <input type="radio"/> Non-Compliant <input type="radio"/> N/A	
There are no dead, decayed or damaged trees		<input type="radio"/> Compliant <input type="radio"/> Non-Compliant <input type="radio"/> N/A	
There are no wrecked, dismantled or inoperative vehicles		<input type="radio"/> Compliant <input type="radio"/> Non-Compliant <input type="radio"/> N/A	
There are no dilapidated or collapsed structures		<input type="radio"/> Compliant <input type="radio"/> Non-Compliant <input type="radio"/> N/A	
Driveways and parking areas are in good condition and the driveway is not greater than 7.3m (23.9ft) wide		<input type="radio"/> Compliant <input type="radio"/> Non-Compliant <input type="radio"/> N/A	
Exterior lighting is in good working order		<input type="radio"/> Compliant <input type="radio"/> Non-Compliant <input type="radio"/> N/A	
Accessory buildings (sheds) are well maintained		<input type="radio"/> Compliant <input type="radio"/> Non-Compliant <input type="radio"/> N/A	
Fences and gates are in good working order		<input type="radio"/> Compliant <input type="radio"/> Non-Compliant <input type="radio"/> N/A	
Retaining walls are well maintained		<input type="radio"/> Compliant <input type="radio"/> Non-Compliant <input type="radio"/> N/A	
Outside garbage storage area kept in a clean condition		<input type="radio"/> Compliant <input type="radio"/> Non-Compliant <input type="radio"/> N/A	



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Exterior and common areas (continued)	Applicant Verified	Compliance Verified (for office use only)	Comments
<b>Building</b>			
Attached garages are maintained to prevent gas fumes & carbon monoxide from entering dwelling		<input type="radio"/> Compliant <input type="radio"/> Non-Compliant <input type="radio"/> N/A	
Foundations appear to be in good solid condition		<input type="radio"/> Compliant <input type="radio"/> Non-Compliant <input type="radio"/> N/A	
All fascia, soffits, cornice and flashings are maintained in good repair and appear water tight		<input type="radio"/> Compliant <input type="radio"/> Non-Compliant <input type="radio"/> N/A	
All doors, windows, skylights and shutters are well maintained and operational		<input type="radio"/> Compliant <input type="radio"/> Non-Compliant <input type="radio"/> N/A	
Eavestrough and downspouts are in good condition and drain away from buildings		<input type="radio"/> Compliant <input type="radio"/> Non-Compliant <input type="radio"/> N/A	
Chimneys are well maintained and free from loose bricks		<input type="radio"/> Compliant <input type="radio"/> Non-Compliant <input type="radio"/> N/A	
Staircases are sound and in good repair and operational		<input type="radio"/> Compliant <input type="radio"/> Non-Compliant <input type="radio"/> N/A	
Required guards and handrails are in good condition		<input type="radio"/> Compliant <input type="radio"/> Non-Compliant <input type="radio"/> N/A	
Decks and balconies are in good condition and operational		<input type="radio"/> Compliant <input type="radio"/> Non-Compliant <input type="radio"/> N/A	
Exterior walls are well maintained and in good repair (appears able to prevent water leakage into wall)		<input type="radio"/> Compliant <input type="radio"/> Non-Compliant <input type="radio"/> N/A	
Property is free of graffiti		<input type="radio"/> Compliant <input type="radio"/> Non-Compliant <input type="radio"/> N/A	



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Interior of units	Applicant Verified	Compliance Verified	Comments
<b>Kitchen</b>			
Floor covering is free of trip hazards and in good condition		<input type="radio"/> Compliant <input type="radio"/> Non-Compliant <input type="radio"/> N/A	
Kitchen sink is serviced with potable water		<input type="radio"/> Compliant <input type="radio"/> Non-Compliant <input type="radio"/> N/A	
The kitchen sink and faucets drain properly and are free from leakage		<input type="radio"/> Compliant <input type="radio"/> Non-Compliant <input type="radio"/> N/A	
Clear space above any exposed cooking surface of a cooking appliance of at least 0.6m (24in).		<input type="radio"/> Compliant <input type="radio"/> Non-Compliant <input type="radio"/> N/A	
Interior lights are in good working order and all electrical outlet and light switch cover plates in are place		<input type="radio"/> Compliant <input type="radio"/> Non-Compliant <input type="radio"/> N/A	
Doors, windows and window screens are in good condition and operational		<input type="radio"/> Compliant <input type="radio"/> Non-Compliant <input type="radio"/> N/A	
All walls and ceiling are maintained in good condition		<input type="radio"/> Compliant <input type="radio"/> Non-Compliant <input type="radio"/> N/A	
<b>Living – Dining Room</b>			
Floor covering is free of trip hazards and in good condition		<input type="radio"/> Compliant <input type="radio"/> Non-Compliant <input type="radio"/> N/A	
Doors, windows and window screens are in good condition and operational		<input type="radio"/> Compliant <input type="radio"/> Non-Compliant <input type="radio"/> N/A	
All walls and ceiling are maintained in good condition		<input type="radio"/> Compliant <input type="radio"/> Non-Compliant <input type="radio"/> N/A	
Fireplace in good working condition and properly vented (if there is one)		<input type="radio"/> Compliant <input type="radio"/> Non-Compliant <input type="radio"/> N/A	
Interior lights are in good working order and all electrical outlet and light switch cover plates are in place		<input type="radio"/> Compliant <input type="radio"/> Non-Compliant <input type="radio"/> N/A	



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Contains a window and/or skylight of a minimum combined size of 10% of the floor area of the room		<input type="radio"/> Compliant <input type="radio"/> Non-Compliant <input type="radio"/> N/A	
<b>Interior of units (continued)</b>	<b>Applicant Verified</b>	<b>Compliance Verified</b>	<b>Comments</b>
<b>Bedrooms</b>			
Bedroom is provided with a window/skylight for natural light of a minimum size of 5% of the floor area of the bedroom		<input type="radio"/> Compliant <input type="radio"/> Non-Compliant <input type="radio"/> N/A	
Bedroom is at least 7m <sup>2</sup> (75 sq.ft) without a closet or 6m <sup>2</sup> (65 sq.ft) with a closet		<input type="radio"/> Compliant <input type="radio"/> Non-Compliant <input type="radio"/> N/A	
Floor covering is free of trip hazards and in good condition		<input type="radio"/> Compliant <input type="radio"/> Non-Compliant <input type="radio"/> N/A	
<b>Bathrooms</b>			
Floor covering is free of trip hazards, in good condition and impervious to water		<input type="radio"/> Compliant <input type="radio"/> Non-Compliant <input type="radio"/> N/A	
All walls and ceiling are maintained in good condition		<input type="radio"/> Compliant <input type="radio"/> Non-Compliant <input type="radio"/> N/A	
Interior lights are in good working order, all electrical outlet and light switch cover plates are in place		<input type="radio"/> Compliant <input type="radio"/> Non-Compliant <input type="radio"/> N/A	
Bathroom is provided with an operable opening or openings for natural ventilations of a minimum size 0.9m <sup>2</sup> (1 sq.ft) Note: as an alternative, an exhaust fan with a duct leading to the outside of the dwelling can be utilized for ventilation.		<input type="radio"/> Compliant <input type="radio"/> Non-Compliant <input type="radio"/> N/A	
Sink, bathtub/shower and toilet properly drain and are free of leaks		<input type="radio"/> Compliant <input type="radio"/> Non-Compliant <input type="radio"/> N/A	
<b>HVAC – Heating – Ventilation – Air Conditioning</b>			
HVAC systems shall be maintained		<input type="radio"/> Compliant <input type="radio"/> Non-Compliant <input type="radio"/> N/A	



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Interior of units (continued)	Applicant Verified	Compliance Verified	Comments
The heating system shall be capable of maintaining a temperature of 22°C (72° F) between the 15 <sup>th</sup> of September of one year and the 31 <sup>st</sup> of May of the following year		<input type="radio"/> Compliant <input type="radio"/> Non-Compliant <input type="radio"/> N/A	
The provided heating system is a fixed system (Portable Heating Equipment shall not be used as the main source of heat)		<input type="radio"/> Compliant <input type="radio"/> Non-Compliant <input type="radio"/> N/A	
Air conditioners (where provided) shall be equipped with proper devices to prevent condensation draining onto pedestrian routes		<input type="radio"/> Compliant <input type="radio"/> Non-Compliant <input type="radio"/> N/A	
<b>Floor to ceiling heights</b>			
The minimum floor to ceiling height is 2.1 m (6ft 9in) over the floor area and any location used as a means of egress within a basement		<input type="radio"/> Compliant <input type="radio"/> Non-Compliant <input type="radio"/> N/A	
<b>Pest Infestation</b>			
The dwelling units appear to be free and clear of rodents, vermin and insects		<input type="radio"/> Compliant <input type="radio"/> Non-Compliant <input type="radio"/> N/A	
<b>Life Safety</b>	<b>Applicant Verified</b>	<b>Compliance Verified</b>	<b>Comments</b>
Smoke alarms and carbon monoxide detectors shall be installed and in working order		<input type="radio"/> Compliant <input type="radio"/> Non-Compliant <input type="radio"/> N/A	
The house number is clearly visible from the road		<input type="radio"/> Compliant <input type="radio"/> Non-Compliant <input type="radio"/> N/A	
Furnaces are clear of combustible materials		<input type="radio"/> Compliant <input type="radio"/> Non-Compliant <input type="radio"/> N/A	
A safe continuous and unobstructed path of travel is provided from the interior of the dwelling unit to the exterior at grade level (e.g. means of access or egress are free and clear and in good condition)		<input type="radio"/> Compliant <input type="radio"/> Non-Compliant <input type="radio"/> N/A	



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## Declaration

I acknowledge and certify to be true the following:

1. That the subject rental property has been inspected and it meets the minimum criteria listed in the Rental Property Self-Certification Checklist.
2. That the completed Rental Property Unit Self-Certification Checklist was provided to all tenants living within the rental unit.
3. That I am responsible as the property owner for ensuring this rental property is in compliance with all applicable City of Thorold By-laws (e.g. Zoning by-law, Property Standards By-law, etc.) and all applicable Provincial and/or Federal legislation (e.g. the Building Code and Fire Code).

\_\_\_\_\_  
Property Owner Name (print)

\_\_\_\_\_  
Property Owner Signature

\_\_\_\_\_  
Property Owner Name (print)

\_\_\_\_\_  
Property Owner Signature

\_\_\_\_\_  
Date (dd/mmm/yy)

\_\_\_\_\_  
Date (dd/mmm/yy)