



## CITY OF ABERDEEN COMMUNITY DEVELOPMENT DEPARTMENT RENTAL REGISTRATION AND INSPECTION PROGRAM (RRIP)

The intent of this checklist is to provide a reasonable level of predictability for owners, residents and inspection personnel. No checklist can encompass every possible scenario and not all apparent violations present a threat to the health or safety of tenants. **Accordingly, inspectors are required to use a significant amount of professional judgement.** The severity of the violation along with the willingness of the building owner to abate inspection findings will weigh heavily into the course of action taken by inspectors.

The safety inspection is designed to acknowledge the standards that were in place at the time the property was constructed. **It is not the intent of the program to bring Aberdeen rental properties into compliance with current building codes.** The example below details a situation in which non-compliance with current code could be allowed.

### **Example:**

All bedrooms in buildings four stories or less require emergency egress windows. The current building code would require a window of 5.7sq.ft. net operable area and with opening dimension no less than 20" wide and 24" tall. Egress windows on the first floor may be 5.0sq.ft. under the current building code.

**Buildings constructed under old codes or constructed before there was an adopted building code would need to meet whatever the egress window size was when the building was originally built.** The Property Maintenance Code typically requires that each habitable room have a window sized to be at least 8% of the room's floor area. This can be accomplished by multiple smaller windows but typically in bedrooms its a single window. The bedroom window is required to have an openable area of at least 45% of the total window size or current code requirements, whichever is smaller.

**The need to upgrade egress windows is anticipated to be extremely rare, usually isolated to locations where other rooms have been illegally converted to bedrooms.**

### **Use of checklist:**

Property owners can use the RRIP Checklist to confirm that their rental housing properties and units meet the requirements of the Rental Registration and Inspection Program (RRIP) or if units are vacant, they will meet the requirements prior to being rented.

Inspectors will use the *checklist* to validate that rental housing properties have been maintained according to the RRIP requirements.

The *checklist* includes specific items from the City of [Aberdeen Property Maintenance Code](#) and the [Unfit Dwellings, Buildings and Structures Code](#). At the beginning of each numbered *checklist* section is a general description of the minimum requirements for the structure or for specific rooms. Below the general description is a set of checklist items to be reviewed.

If any requirement in this *checklist* is different than was authorized and constructed under a valid building permit, then the building permit requirement is the standard that must be met.

Units with shared kitchens and baths such as those in a Single Room Occupancy (SRO), rooming house, or similar property are considered individual rental housing units, and during RRIP inspections, both the individual rental housing unit and any associated common kitchen or bath areas will be inspected.

### **Right of Entry:**

Where it is necessary to make an inspection to enforce the provisions of this code, or whenever the *code official* has reasonable cause to believe that there exists in a *structure* or upon a *premises* a condition in violation of this code, the *code official* is authorized to enter the *structure* or *premises* at reasonable times to inspect or perform the duties imposed by this code, provided that if such *structure* or *premises* is occupied the *code official* shall present credentials to the *occupant* and request entry. If such *structure* or *premises* is unoccupied, the *code official* shall first make a reasonable effort



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to locate the *owner*; owner's authorized agent or other person having charge or control of the *structure* or *premises* and request entry. If entry is refused, the *code official* shall have recourse to the remedies provided by law to secure entry.

### **Landlord Tenant Laws:**

Familiarize yourself with the laws for landlords and tenants RCW 59.18

<http://apps.leg.wa.gov/rcw/default.aspx?cite=59.18>.

### **Definitions:**

As used in this *checklist*:

- Habitable room: means a space in a building occupied, used, designed, or intended to be used for living, sleeping, eating or cooking. Bathrooms, toilet compartments, closets, halls, laundry rooms, storage or utility space and similar areas are not habitable rooms.
- Good working order/well maintained/in good repair/ safe and sound condition: means the referenced item is functioning and can be used for its intended purpose as it is.
- Structurally sound: means the referenced element is capable of withstanding normal loads and forces.

### **Limitations:**

This *checklist* is used solely to determine if a rental property meets the requirements of the Rental Registration and Inspection Program. It is not an evaluation of whether a property meets other City, State, or Federal requirements. There may, however, be property conditions that should be addressed for other reasons.



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**A checked box denotes a deficiency or an aspect of the property which needs corrective attention.**

***Please print clearly when completely this form***

Inspector:	Inspection Date (mm/dd/yyyy):
Rental Property Address:	Registration Number:
Year Built:	

Rental Property Type:  Single Family  Multiple Family  Condo  Detached Independent Unit

Rental Property Contact Name, Email and Phone Number:

**UNITS DOES NOT PASS IF INSPECTION RESULTS IN A TOTAL OF 25 OR MORE NON-COMPLIANCE POINTS**

<b>1</b>	<b>Exterior: Structure, Shelter and Condition</b> Roof, chimney, foundation, stairs and decks are reasonably free of decay (e.g., severe cracks, soft spots, loose pieces, deterioration or other indications that repair is needed); maintained in a safe, sound and sanitary condition; and capable of withstanding normal loads and forces. The building and its components, including windows, should be reasonably weather-proof and damp-free.
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### **COMPLIES WITH STANDARDS?**

**YES N/A NO N-C PTS**

1.1 Roof and drainage in good repair. (AMC 15.10190 G)

2

1.2 Chimneys and tower in good repair. (AMC 15.10.190 K)

2

1.3 Foundation structure in good repair. (AMC 15.10.190 E)

**3**

Foundation type:  Post & Pier  Running/continuous  Concrete Slab

3

1.4 Exterior stairways, decks, porches and balconies in good repair. (AMC 15.10.190 J)

3

1.5 Handrails and guardrails firmly fastened (AMC 15.10.190 L)

3

1.6 Exterior walls in good repair. (AMC 15.10190 F)

3

1.7 Address numbers 4" & visible from street (AMC 15.10.190 C)

1

**Comments:**

**Total of Non-Compliance Points**

<b>2</b>	<b>Interior: Structure, Shelter and Condition</b>	Walls, floors, stairs and other structural components are reasonably free of decay, maintained in a safe and sound condition and capable of withstanding normal loads and forces. Natural and mechanical lighting and ventilation is adequate and maintained in good working order for each habitable room in the unit.			
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<b>2.1 Living room/Dining/Den:</b>	<u>YES</u>	<u>N/A</u>	<u>NO</u>	<u>N-C</u>	<u>PTS</u>
a. Wall surface is in good repair (AMC 15.10.200 C)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		1
b. Windows and frames in good repair (AMC 15.10.200 C)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		1
c. Floor surface is in good repair (AMC 15..10.200 D)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		1
d. Minimum of 1 openable, approved-sized window facing directly to outdoor (AMC 15.10.260 A- 15.10.270 A) (1)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		1
e. No visible mold, signs of moisture or leaks (AMC 15.10.320 A)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		3
f. Adequate heat source (AMC 15.10.370 C – 15.10.320 E) (2)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		25
g. Two separate & remote electrical receptacle outlets (AMC 15.10.400 B)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		2

Comments:

Total of Non-Compliance Points

<b>2.3 Kitchen/Utility:</b>	<u>YES</u>	<u>N/A</u>	<u>NO</u>	<u>N/P</u>	<u>PTS</u>
a. Wall surface is in good repair (AMC 15.10.200 C)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		1
b. Windows and frames in good repair (AMC 15.10.200 C)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		1
c. Floor surface is in good repair (AMC 15.10.200 D)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		1
d. Free of insect or rodent infestation (AMC 15.10.240)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		3
e. Range vent properly connected and functional (AMC 15.10.180 F-15.10.270 D)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		2
f. Has a clear path of not less than 3 feet clearance between counter fronts and appliances or walls (AMC 15.10.280 B)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		1
g. No visible mold, signs of moisture or leaks (AMC 15.10.320 A)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		3
h. Has kitchen sink, cooking stove, refrigerator, and counter space (AMC 15.10.280 G – 15.10.300 A)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		25
i. Hot and cold water to all plumbed fixtures (AMC 15.10.330 A)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		25
j. Two separate & remote electrical receptacle outlets (AMC 15.10.400 B)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		2
k. Clothes dryer exhaust vented properly to exterior (AMC 15.10.270 E))	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		2
l. Water heater correctly installed (AMC 15.10.330 D)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		3
m. Laundry area – one grounded-type receptacle or GFCI (AMC 15.10.400 B)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		1

Comments:

Total of Non-Compliance Points

<b>2.4 Bathroom:</b> <u>  </u> bathrooms in dwelling unit	<u>YES</u>	<u>N/A</u>	<u>NO</u>	<u>N/P</u>	<u>PTS</u>
a. Separate bathroom with toilet, sink & tub or shower (AMC 15.10.280 D-3)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		25
b. Wall surface is in good repair (AMC 15.10.200 C)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		1
c. Windows and frames in good repair (AMC 15.10.200 C)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		1
d. Floor surface is in good repair	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		1
e. Bathroom and toilet room properly ventilated (openable window or functional mechanical fan) (AMC 15.10.270 B)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		2
f. Door for privacy, in good repair, securely attached (AMC 15.10.310 A)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		1
g. No visible mold, signs of moisture or leaks (AMC 15.10.320 A)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		3
h. Hot and/or cold water to all fixtures (AMC 15.10.330 A)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		25
i. Has at least one electrical receptacle (AMC 15.10.400 B)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		1

**Comments:**

**Total of Non-Compliance Points**

<b>2.5 Bedroom:</b> <u>  </u> bedrooms in dwelling unit	<u>YES</u>	<u>N/A</u>	<u>NO</u>	<u>N/P</u>	<u>PTS</u>
a. Wall surface is in good repair (AMC 15.10.200 C)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		1
b. Windows and frames in good repair (AMC 15.10.200 C)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		1
c. Floor surface is in good repair	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		1
d. Door in good repair, securely attached (AMC 15.10.200 F)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		1
e. Minimum of 1 openable, approved-size window facing directly to outdoors (AMC 15.10.260 A- 15.10.270 A) (1)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		1
f. No visible mold, signs of moisture or leaks (AMC 15.10.320 A)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		3
g. Adequate heat source (AMC 15.10.370 C – 15.10.370 E) (2)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		25
h. Two separate & remote electrical receptacle outlets (AMC 15.10.400 B)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		1

**Comments:**

**Total of Non-Compliance Points**

<b>3</b>	<b>Efficiency Unit/ Studio Apartment</b>
Size, in square feet: (Min. size: 220 sq. ft for 2 occupants, 320 sq. ft for 3 occupants; 3 occupants max., per AMC 15.10.280 F)	

**COMPLIES WITH STANDARDS?**

	<u>YES</u>	<u>N/A</u>	<u>NO</u>	<u>N/P</u>	<u>PTS</u>
3.1 Wall surface is in good repair (AMC 15.10.200 C)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		1
3.2 Windows and frames in good repair (AMC 15.10.200 C)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		1
3.3 Floor surface is in good repair (AMC 15.10.200 D)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		1
3.4 Minimum of 1 openable, approved-size window facing directly to outdoors (AMC 15.10.260 A- 15.10.270 A) (1)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		1
3.5 Has kitchen sink, cooking stove, refrigerator, and counter space (AMC 15.10.280 G – 15.10.300 A)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		1
3.6 Separate bathroom with toilet, sink & tub or shower (AMC 15.10.280 D-3)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		1
3.7 No visible mold, signs of moisture or leaks (AMC 15.10.320 A)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		3
3.8 Water heater correctly installed (AMC 15.10.330 D)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		1
3.9 Two separate & remote electrical receptacle outlets (AMC 15.10.320 A)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		1

Comments:

Total of Non-Compliance Points

<b>4</b>	<b>Dwelling Unit Entry</b>
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**COMPLIES WITH STANDARDS?**

	<u>YES</u>	<u>N/A</u>	<u>NO</u>	<u>N/P</u>	<u>PTS</u>
4.1 Exterior door in good repair; deadbolts locks openable by knob; deadbolt throw not less than 1 inch (AMC 15.10.190 N)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		1
4.2 Windows and frames in good repair (AMC 15.10.200 C)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		1
4.3 Floor surface in good repair (AMC 15.10.200 D)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		1

Comments:

Total of Non-Compliance Points

<b>5</b>	<b>Other</b>
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**COMPLIES WITH STANDARDS?**

	<u>YES</u>	<u>N/A</u>	<u>NO</u>	<u>N/P</u>	<u>PTS</u>
5.1 LIGHTING FIXTURES REQUIRED:					
a. Public hallway (AMC 15.10.260 B)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		1
b. Interior stairway (AMC 15.10.260 B)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		1
c. Toilet room (AMC 15.10.260 C)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		1
d. Kitchen (AMC 15.10.260 C)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		1

e. Bathroom (AMC 15.10.260 C)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1
f. Laundry room (AMC 15.10.260 C)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1
5.2 Dwelling provides privacy/separate from adjoining units (AMC 15.10.280 A)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	25
5.3 No plumbing system hazards found (AMC 15.10.320 C)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	25
5.4 Mechanical equipment properly installed & maintained (AMC 15.10.380 E)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	25
5.5 Combustion air supply is adequate for fuel-burning equipment (AMC 15.10.380 E)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	25
5.6 Unit has electrical service provided by utility (AMC 15.10.390 A)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	25
5.7 No Electrical system hazard found (AMC 15.10.390 C)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	25

Comments:

Total of Non-Compliance

## 6 Means of Egress; Fire Protection

### COMPLIES WITH STANDARDS?

YES N/A NO N/P PTS

6.1 Safe, continuous, unobstructed path of travel (AMC 15.10.440 A)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	25
6.2 Door, bars, grilles, grates over emergency escape openings are readily operable from inside, Without keys or special knowledge (AMC 15.10.440 C-15.10.440 D)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	25
6.3 Adequate emergency egress from all habitable spaces (AMC 15.10.440 D)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	25
6.4 Fire doors not blocked, obstructed or inoperable (AMC 15.10.450 B)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	25
6.5 SMOKE DETECTORS:				
a. On each story (AMC 15.10.460 B-1)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	25
b. Inside each bedroom (AMC 15.10.460 b-2)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	25
c. On ceiling or wall outside of each sleeping area (AMC 15.10.460 B-3)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	25
6.6 CARBON MONOXIDE DETECTORS REQUIRED: (On each story, in immediate vicinity of each sleeping area)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	25

Comments:

Total of Non-Compliance

## Other Considerations

**Notes:** (1) Minimum total glazed area shall be at least 8% of floor area. Openable area shall be at least 4% of floor area.  
 (2) Capable of maintaining 68°F & 2 feet inward from center of exterior wall.  
     Space heaters not permitted as only source of heat.  
 (3) For additional rooms, attach supplementary inspection forms as necessary.

**City will issue “Certificate of Compliance” for units accruing less than 25 points. Units accruing 25 points or more constitute a failure. Landlords has 48 hours to correct heating and hot water, 30 days for other deficiencies and obtain re-inspection. A unit must pass inspection in order to receive a Certificate of Compliance. A Residential Rental Business License should be obtained prior to a request of inspection. Certificate of Compliance are valid for three calendar years from date of inspection. Properties must be re-inspected prior to expiration.**

**INSPECTION SCORE:**

**Total non-compliance points**  
(25+ points = inspection failure)

Landlord/owner signature:

*Inspector Notes:*

Inspector Signature: \_\_\_\_\_ Date: \_\_\_\_\_