



# COLUMBIA POLICE DEPARTMENT

*"Policing Excellence through Community Partnerships"*

## RESIDENTIAL RENTAL UNIT CHECKLIST

### Minimum Safety Standards

(Complete one checklist for each rental unit up to 4 units. NOTE: If you manage or own 5 or more units, you are required to have a business license and can waive the checklist requirement by signing the affidavit on the application.)

<b>Property Information:</b>	
Owner <input type="checkbox"/> /Agent <input type="checkbox"/> Name: _____	Company Name: _____
Address: _____	City/State/Zip: _____
Parcel#: _____	Is this unit currently occupied? Yes <input type="checkbox"/> No <input type="checkbox"/>
Total Number of Units: _____ Unit # _____	Number of Stories: _____
Structure Type: Single Family <input type="checkbox"/> Townhouse <input type="checkbox"/> Multi-Unit Apartment <input type="checkbox"/> Multi-Unit Condo <input type="checkbox"/>	
Primary Tenant Contact: _____	
Name	Phone Number

PROPERTY AREA	In Compliance?			Comments
	Yes	No	N/A	
Sanitation - Free from trash and debris.				
Overgrowth - Grass and weeds must be less than 12 inches.				
Environmental - Property exteriors shall comply with the International Property Maintenance Code and applicable City Codes.				
Swimming pools/spas - Swimming pools and spas shall be enclosed and include a self-closing and self-latching gate.				
Premise identification - Address Numbers must be a minimum of 4 inches tall and visible and legible from the street.				
Accessory structures - Structurally sound and secure.				
Motor vehicles - All vehicles must be operable and licensed.				
Parking - No Vehicles shall be parked on the grass in the front yard.				
Roll carts - Out of the Right of Way except for day of collection.				

STRUCTURE	In Compliance?			Comments
	Yes	No	N/A	
Doors and windows - Individual dwelling units must have access directly to the outside or to a common corridor. There must be at least one openable window in each bedroom. Deadbolts cannot lock with a key from the inside.				
Stairs, rails, porches, decks - A graspable handrail is required for four or more stairs whether indoors or out. Guardrails are required on decks over 30 inches above grade, must be between 34 and 38 inches in height, and not have any openings between pickets or rails that exceed four inches.				
Electrical service and electrical hazards - Electrical service through a public service provider. All bathrooms, exterior outlets, non-dedicated kitchen outlets within six feet of kitchen sink shall be ground fault protected. Missing or cracked plates on switches or outlets shall be repaired.				

**CODE ENFORCEMENT DIVISION**  
 920-A Hemlock Drive, Columbia, SC 29201  
 (803)545-3430



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STRUCTURE (Continued)	In Compliance?			Comments
	Yes	No	N/A	
Ceilings - Ceilings shall not have any apparent visual defects, evidence of mold or mildew, or holes with exposed wiring or insulation.				
Walls - Walls shall not have any apparent visual defects evidence of mold or mildew, or holes with exposed wiring or insulation.				
Floors - Floors shall not have any apparent visual defects, evidence of mold or mildew, or soft spots.				
Sink - In kitchen with hot and cold running water.				
Stove or range - Stoves and ranges shall be free of apparent hazards.				
Toilet - Flushing and leak free in a room affording privacy.				
Wash basin - Operational and leak free equipped with hot and cold running water.				
Tub or shower - Operational and equipped with hot and cold running water in a room affording privacy.				
Ventilation in bathroom - Bathrooms must have a window or mechanical ventilation and not have any evidence of mold or mildew.				
Smoke detectors - Every sleeping area and adjoining hallway shall be equipped with an operational, approved listed smoke detector. In units containing more than one story, detectors are required on each story.				
Fire extinguisher - Minimum of one 2A10BC fire extinguisher that is fully charged per unit or per floor where applicable every 75 feet apart.				
Heating equipment - Operational heating facilities capable of maintaining a room temperature of 68 degrees.				
Evidence of infestation - Premises shall appear free of rats, mice, roaches or other vermin.				
Interior stairs and common halls - Stairs and halls shall not have apparent damage or missing rails or steps.				

*Revised 7/23/2024*

I, \_\_\_\_\_, certify under penalty of false statement, that I have inspected the aforementioned unit and that the information above is true and correct to the best of my knowledge. ***I also affirm my understanding that City ordinance permits no more than three unrelated individuals to reside in a dwelling unit.***

Signed this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

Signature \_\_\_\_\_ Title \_\_\_\_\_

*Please note that a courtesy inspection by a City inspector is available upon request if you are uncertain that the unit meets the Minimum Safety Standards as outlined on this checklist.*

*Please call to schedule an inspection if needed.*

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