# Property Standards and Safety Checklist

For Residential Rental Licence Application

**Under By-law 14-2023**

**Legal and Legislative Services**
**Licensing Division**
350 City Hall Square W, Suite 110
Windsor, Ontario N9A 6S1
(519) 255-6200, Option 1 licences@citywindsor.ca

## Section A. Rental Housing Unit Identification

Street Address _____ Unit # _____

## Section B. Property and Grounds

*Outdoor spaces including front, side, and rear yards as well as alleyways and parking areas.*

| Condition | OK | N/A |
|---|---|---|
| Municipal address number is clearly visible from the road. | ☐ | ☐ |
| Yards are appropriately graded and free of holes, rubbish, standing water, or other safety hazards. | ☐ | ☐ |
| Suitable groundcover is kept no more than 12” tall and all noxious weeds or dead, damaged, or decaying trees are removed. | ☐ | ☐ |
| Walkways are reasonably smooth, slip-free, and safe for pedestrian traffic. | ☐ | ☐ |
| Outdoor lighting is in good visual condition and safe working order. | ☐ | ☐ |
| Outside garbage containers are stored appropriately in side or rear yards and kept in clean condition. | ☐ | ☐ |
| Required sound barriers are safe, well maintained and structurally sound. | ☐ | ☐ |
| Fences, gates, retaining walls, and other fixtures are safe, well maintained, and function as designed. | ☐ | ☐ |
| Swimming pool is kept in seasonal good working order and is appropriately enclosed and secured. | ☐ | ☐ |
| Parking areas are appropriately constructed, lit, and maintained. | ☐ | ☐ |
| No damaged or inoperative vehicles on the property. | ☐ | ☐ |
| No dilapidated or collapsed structures on the property. | ☐ | ☐ |
| No graffiti, stains, or other defacement on the property. | ☐ | ☐ |

## Section C. Building Exterior

*Structural components that are exposed to outdoor spaces.*

| Condition | OK | N/A |
|---|---|---|
| Roofs and components (fascia, soffits, flashings, solar panels, etc.) are in good repair, water tight, and structurally sound. | ☐ | ☐ |
| Chimneys, vent pipes, or flues are safe, appropriate, and clear of obstructions. | ☐ | ☐ |
| Eaves troughs, gutters, and downpipes are present, in good repair, and free of obstructions. | ☐ | ☐ |
| Storm water runoff is appropriately controlled to prevent flooding and nuisance to neighbouring properties. | ☐ | ☐ |
| Doors, windows, and skylights are in good repair and weather tight. | ☐ | ☐ |
| Porches, landings, balconies, canopies, awnings, and fire escapes are safe, structurally sound, and in good repair. | ☐ | ☐ |
| Guards, balustrades, railings, or screens are safe, structurally sound, and kept in good repair. | ☐ | ☐ |
| Exterior staircases are appropriately constructed, including required guards or handrails, and kept in good repair. | ☐ | ☐ |
| Walls are watertight and in good repair with no damaged, defective, unsecured, or deteriorating materials. | ☐ | ☐ |
| Walls and foundations are free from any conditions that may result in pest infestation. | ☐ | ☐ |
| Foundations, piers, posts, or supports are appropriately constructed, structurally sound, and in good repair. | ☐ | ☐ |

FOR OFFICE USE ONLY

Licence #:

# Property Standards and Safety Checklist

For Residential Rental Licence Application

**Under By-law 14-2023**

**Legal and Legislative Services**
**Licensing Division**
350 City Hall Square W, Suite 110
Windsor, Ontario N9A 6S1
(519) 255-6200, Option 1 licences@citywindsor.ca

## Section D. Occupancy, Passageways, and Fire Safety

*Equipment and structural elements that manage safety risks related to emergency exiting and fire spread.*

| Condition | OK | N/A |
|---|---|---|
| Smoke detection and carbon monoxide alarms are located correctly, in good condition, and fewer than 10 years old. | ☐ | ☐ |
| Fire detection, alarm, and sprinkler systems are in working condition and routinely tested and/or serviced. | ☐ | ☐ |
| All required fire separations, smoke seals, and fire stopping systems are present and well maintained. | ☐ | ☐ |
| Interior stairs are appropriately constructed and in good repair. | ☐ | ☐ |
| Number of unit residents complies with habitable floor area minimums prescribed in the Property Standards By-law. | ☐ | ☐ |
| Number of unit residents in each bedroom complies with floor area minimums prescribed in the Property Standards By-law. | ☐ | ☐ |
| Ceiling heights over any means of egress meet or exceed prescribed minimums in the Property Standards By-law. | ☐ | ☐ |
| All means of egress are well maintained and free of obstructions, including garbage, refuse, appliances, or furniture. | ☐ | ☐ |
| Safe, continuous, unobstructed passage from inside the unit to the building exterior at or near grade level is present. | ☐ | ☐ |
| No required means of egress passes through an attached garage or an enclosed part of another dwelling unit. | ☐ | ☐ |

## Section E. Building Interior

*General standards for **all** rooms used or capable of being used for living, sleeping, cooking, or eating purposes.*

| Condition | OK | N/A |
|---|---|---|
| Walls and ceilings in good condition and free from large holes, cracks, leaks, loose material, or visible mould and mildew. | ☐ | ☐ |
| Ceiling heights over required floor areas meet or exceed prescribed minimums in the Property Standards By-law. | ☐ | ☐ |
| Habitable spaces, common areas, corridors, and exits have adequate artificial lighting available at all times. | ☐ | ☐ |
| Electrical switches and outlets are secured with cover plates. | ☐ | ☐ |
| Doors, windows, and skylights are in good working condition and free from cracks or broken glass. | ☐ | ☐ |
| Door and window screens, hardware, and locking or safety devices are present as required and in good working order. | ☐ | ☐ |
| Doors and operable windows can be opened from the inside without using specialized tools. | ☐ | ☐ |
| Required windows for each room meet or exceed prescribed minimums in the Property Standards By-law. | ☐ | ☐ |
| Adequate airflow, either from an operable window or mechanical ventilation, provided. | ☐ | ☐ |
| Floors and finished flooring is in good condition and free of trip hazards, holes, cracks, or visible mould and mildew. | ☐ | ☐ |
| Heating systems and filtration equipment are kept in a good state of repair and in a safely operable condition. | ☐ | ☐ |
| Fuel-burning heating equipment (furnaces, stoves, etc.) is correctly installed and kept in a good state of repair. | ☐ | ☐ |
| Habitable spaces are able to maintain a room temperature of at least 22 degrees Celsius. | ☐ | ☐ |
| No habitable area is equipped with portable heating equipment as a primary source of heat. | ☐ | ☐ |
| Plumbing, including drains, supply pipes, and fixtures, is free of leaks and defects and protected from freezing. | ☐ | ☐ |
| Sewage discharges directly into the municipal sewage system or an acceptable alternative maintained in good repair. | ☐ | ☐ |

# Property Standards and Safety Checklist

For Residential Rental Licence Application

**Under By-law 14-2023**

**Legal and Legislative Services**
**Licensing Division**
350 City Hall Square W, Suite 110
Windsor, Ontario N9A 6S1
(519) 255-6200, Option 1 licences@citywindsor.ca

## Section F. Kitchens and Bathrooms

*Interior spaces or rooms primarily intended for either preparing and cooking food or personal washing and sanitation.*

| Condition | OK | N/A |
|---|---|---|
| Cabinets, cupboards, shelves and countertops are structurally sound and free from cracks and deterioration. | ☐ | ☐ |
| Sinks, bathtubs, showers, and toilets receive sufficient water flow, drain properly, and are free from leaks. | ☐ | ☐ |
| Bathroom door can be secured from the inside and opened from outside the room in an emergency. | ☐ | ☐ |
| Hot water provided by fixtures is at least 43 degrees Celsius. | ☐ | ☐ |
| No toilets located in rooms used or intended for use for sleeping or preparing, consuming, or storing food. | ☐ | ☐ |

## Section G. Basements

*Specific additional requirements for spaces located partly or entirely below ground level.*

| Condition | OK | N/A |
|---|---|---|
| Habitable rooms are accessible without passing through a service room (furnace room, boiler room, storage room, etc.). | ☐ | ☐ |
| Habitable rooms are separated from service rooms by a suitable fire separation. | ☐ | ☐ |
| Window size, location, and function meet or exceed the minimum requirements of the Property Standards By-law. | ☐ | ☐ |
| Unfinished basements, crawl spaces, or cellars are provided with adequate ventilation to the outdoors. | ☐ | ☐ |

## Section H. Applicant Declaration

The information collected in this application includes personal information as defined in the *Municipal Freedom of Information and Protection of Privacy Act,* a statue of the Province of Ontario. The information will be used only for the administration and enforcement of the licence that is being applied for and will not be used for any other reason. I consent to the City of Windsor collecting the personal information for the reasons stated herein.

I am aware that the following City of Windsor by-laws may apply to the Residential Housing Unit identified in this licence application and that these by-laws can be found on the City of Windsor's website or can be provided for me to review upon request and I have have either reviewed these by-laws or have had a reasonable opportunity to do so:

- Property Standards By-law 9-2019
- Fence By-law 170-2012
- Swimming Pool By-law 63-2021
- Yard Maintenance and Anti-Littering By-law 3-2006
- Waste Collection By-law 2-2006

I understand that this document does not contain a comprehensive list of all specific conditions to be evaluated in determining whether the licence will be issued.

In completing this form, I evaluated the dwelling unit described in Section A and the property on which it is located for compliance with City by-laws and all other applicable laws. By signing below, I declare and affirm that the information provided by this list is a true and accurate representation of the condition of said unit.

| Applicant Name | Applicant Signature | Date |
|---|---|---|