

**MIDDLEBURG BOROUGH  
COMPLIANCE CHECKLIST**

Rental Property Address: \_\_\_\_\_

Type of Rental Unit:    Single\_\_\_\_\_ Apartment\_\_\_\_\_ One-half Double\_\_\_\_\_ Duplex\_\_\_\_\_

Property Owner's Name: \_\_\_\_\_

***This report must be completed and signed by the property owner if a change in tenant occurs after a rental unit inspection is completed and all inspection issues resolved but prior to the next required rental inspection date. Please indicate compliance with a check mark or indicate N/A for not applicable to rental.***

<b>Kitchen</b>		<b>Bed/Living/Dining:</b>		<b>Bathroom</b>	
Floor/Wall/Ceiling		Floor/Wall/Ceiling		Floor/Wall/Ceiling	
Windows (Not Broken)		Windows (Not Broken)		Outlets & Fixtures	
Outlets & Fixtures		Lights (Working)		GFCI Protection (1 minimum)	
GFCI Protection		Receptacles (2 minimum)		Ventilation (Window/Exh.Fan)	
Plumbing (In Working Order)		Heating (Provided/Working)		Plumbing	
Cooking Stove		Doors (entrance/exits)		Sink (Working Order)	
Fire Extinguisher (optional)		Working Smoke Detector		Toilet (Working Order)	
Range Hood (optional)		No Overcrowding of Room		Tub/Shower (Working Order)	
<b>Basement</b>		<b>Exterior</b>		<b>Accessory Buildings</b>	
Service Box Panel		Sidewalk/Curbing		Garage	
Electrical Fuses or Breakers		Yard/Weeds/Brush (Maintain)		Storage Shed	
Working Smoke Detector		Garbage/Rubbish			
Stairs/handrail/guard		Foundation		<b>Appliances</b>	
Floor/Wall/Ceiling		Siding/Brick/Stone/Trim		Water Heater	
Receptacles: GFCI or STD		Porch/Stairs/Railing		Heating Fuel Type: Gas Electric Other	
Water Plumbing		Roof/Chimney		Water Heater Dischg. Pipe: Yes No	
Garbage/Rubbish		Address #'s 3" High Min.		Clothes Dryer Vented: Yes No	
Sewer Piping		Fence/Wall/Gate/Pools			
		GFCI Exterior Receptacles			

*Note: This rental compliance checklist is a general guideline and the minimum standards as adopted by the Borough of Middleburg*

I, the property owner, hereby certify I have completed the above compliance checklist for the above listed rental property unit and to the best of my knowledge the rental unit would comply with all these guidelines and minimum standards.

Date: \_\_\_\_\_

Property Owner's Signature: \_\_\_\_\_