

City of Madison Heights
Landlord Licensing Program
300 W. Thirteen Mile Road
Madison Heights, MI 48071
(248) 583-0831



LANDLORD LICENSE CHECKLIST
02/01/2022

The following checklist outlines the rental registration process. Please use this checklist as your guide to obtaining the landlord license required by City Ordinance.

I. APPLICATION FOR REGISTRATION

- _____ **Complete the application provided.** Be sure to provide a valid e-mail address. All correspondence is sent by e-mail unless a request for a paper copy has been noted on your application.
- _____ Include a copy of BOTH the **OWNER AND RESPONSIBLE PARTY'S driver's license.**
- _____ **Submit the application**, and the required fee as calculated on the fee worksheet on the reverse side of this checklist, to the Madison Heights Community Development Department. Please make the check payable to the City of Madison Heights. **RENEWAL FEES MUST BE PAID AND INSPECTIONS COMPLETED PRIOR TO THE EXPIRATION OF THE CURRENT LICENSE.**

II. INSPECTIONS

- _____ **Schedule Initial Inspection:** After the Community Development Department receives the application and required fee, you are required to schedule a day and time for inspection of the property. Inspection and all required repairs must be complete by the renewal date. Please note: You, as the property owner, are responsible for making a good faith effort to obtain permission from the tenant for the inspection. There must be a responsible adult present at the property for the entire time block to allow the inspector to gain entry. Heating plant inspections must be done by a licensed contractor, on the City form, within 90 days of license expiration date. The original form must be submitted, no copies or faxes.
- _____ **Requirements:** There are handouts available for City of Madison Heights requirements, such as smoke detectors and fire extinguishers. **The responsible party must be a Michigan resident and live within one hundred (100) miles of Madison Heights. Any questions, please contact the Community Development Department at 248-583-0831.**
- _____ **Violations noted:** If Property Maintenance Code Violations are cited during the inspection, a copy of the inspection report will be sent to the responsible party listed on the application detailing the repairs that must be completed. If you have any questions regarding the violations, please call the inspector listed on the report.
- _____ **Correct any cited violations.** Please note that there will be a specific time frame in which the violations will need to be corrected. Before making any corrections, please review the inspection report carefully to determine if a licensed contractor is required to obtain a permit(s) for the repairs. If you have questions contact the inspector at (248) 583-0831.
- _____ **Schedule re-inspection if required.** You are required to schedule another inspection for the correction of the cited violations. Please schedule this inspection as soon as possible after repairs are completed. You will not be charged for the first re-inspection, but if the violations are not complete and another inspection needs to be scheduled, there will be \$70.00 re-inspection fee charged to the owner. You will be requested to provide permits for any repairs that require permits in the City of Madison Heights. **A \$70.00 fee is charged for all missed appointments.**
- _____ **Final any permits.** Obtain final approval from the City Inspectors if permits were required.

III. LICENSING

- _____ **Receive your Rental License.** (valid for 3 years).
- _____ **This licensing process must be repeated every three (3) years.** We will attempt to contact you sixty to ninety days prior to the current license expiration date, however it is your responsibility to complete the re-registration process before your current license expires.

FAILURE TO COMPLY WITH ANY PORTION OF THE ORDINANCE MAY RESULT IN LEGAL ACTION TO OBTAIN COMPLIANCE.

*****FEE CALCULATION WORKSHEET ON REVERSE SIDE*****

MADISON HEIGHTS LANDLORD LICENSING

RENTAL FEE CALCULATION WORKSHEET

Single Family

Number of single family rental houses _____ x \$200.00 = \$ _____

Two to four units

Number of rental buildings _____ x \$245.00 = \$ _____

(If the owner occupies one unit of the building it may be deducted)

Multi-unit Residential Building (5 units or more)

Number of units _____ x \$47.50 = \$ _____

This must be done for each building for a grand total.

Add totals column down for grand total. GRAND TOTAL \$ _____

In addition, the Landlord Licensing Ordinance #1067 requires the following:

- (4) No landlord license shall be issued until all of the following fees and debts to the city have been paid in full:
 - (a) All current property taxes and current annual installments of any special assessments;
 - (b) Any water bills outstanding;
 - (c) All charges against the property for mowing, cleanup, weed or debris removal, or fines, penalties, or debts of any sort arising from provisions of the property maintenance code, including any blight provisions.

Note: Re-inspection fees per unit \$70.00 (for lockouts, second re-inspections and all subsequent re-inspections as may be required to bring into compliance).

The application and fee must be received before the current expiration date. Renewals must be completed within 30 days after the renewal date. New applications must be completed within thirty (30) days of the application date.

APPLICATION FOR LANDLORD LICENSE

City of Madison Heights

RENTAL PROPERTY ADDRESS: _____

TENANT: _____

PHONE NUMBER: (____) _____

OWNER(S) OF PROPERTY:*

RESPONSIBLE PARTY:** Same as owner

Name: _____

Name: _____

Address: _____

Address: _____

City, State, Zip: _____

City, State, Zip: _____

Home Phone: _____

Home Phone: _____

Work Phone: _____

Work Phone: _____

Driver's Lic. #: _____

Driver's Lic. #: _____

Date of Birth: _____

Date of Birth: _____

* List additional owner's information on separate sheet and attach.

** Include a copy of **BOTH the OWNER and RESPONSIBLE PARTY'S** driver's license.

*** Responsible party must be a Michigan resident and live within one hundred (100) miles of Madison Heights. All correspondence is sent to the responsible party.

<u>HOUSES ONLY:</u>	<input type="checkbox"/>	<u>APARTMENTS ONLY:</u>	
One Family	<input type="checkbox"/>	No. of Buildings:	_____
Two Family	<input type="checkbox"/>	No. of Apartments per Building:	_____
		Total number of Apartments:	_____
License Fee: *	\$ _____	License Fee:	\$ _____

* I hereby certify that I am entitled to a waiver of inspection and fees as the property herein described is occupied by my:

Mother Mother-in-law Father Father-in-law Son Daughter GrandParent

I further understand that I am required to provide proof of the relationship and proof of residency.

The correct registration fee must accompany this application. Upon inspection and approval by the Community Development Department, a license will be issued. It is violation of the Ordinance not to notify this Department of a change in ownership or contact information.

**** Correspondence, correction notices and courtesy renewal notices are sent by e-mail. You must provide a valid e-mail address.**

E-mail address _____

By signing this application I certify that I have read and understand the above and that all information is true to the best of my knowledge.

OWNER: _____
(Signature)

DATE: _____

FOR OFFICE USE ONLY

Expiration Date: _____ Amount Paid: _____ Date Paid: _____ Clerk: _____ License #: _____

**City of Madison Heights
Landlord Licensing Program
300 W. Thirteen Mile Road
Madison Heights, MI 48071
(248) 583-0831**

FURNACE/HEATING PLANT INSPECTION RECORD

PROPERTY ADDRESS: _____

Date Work Performed: _____

Contractor Name: _____

Contractor Address: _____

Phone: _____ Fax: _____

Contractor's State License Number: _____

Technician's Name: _____

Technician's State License Number (If applicable): _____

I hereby certify that I have operated and inspected all the gas and/or oil fired heating equipment at the above referenced address as follows:

1. Heat exchangers were visually inspected if accessible.
2. Carbon monoxide tests were performed in the discharge air plenum and in the immediate vicinity of the unit(s).
CO reading in plenum _____ In vicinity _____
3. All system controls and safety switches were inspected for proper operation.
4. 110v electrical system was inspected. On/off switch checked for proper operation.
5. All filters were inspected.

No deficiencies were found. All tests and equipment were within normal operating limits.

Technician's Signature

Date

SUBJECT: LANDLORD LICENSE PROCEDURES FOR RELATIVE OCCUPIED UNITS

PURPOSE: To establish procedures for processing landlord license applications for residential units occupied by the owner's immediate relatives.

STATEMENT OF POLICY:

1. Establishment of procedures for processing landlord license applications for residential units occupied by the owner's relatives.
 - a. The Code of Ordinances provides that all owners of residential property that is not owner occupied must obtain a landlord license for that property. There are no exceptions to this policy in the code. In the past various exceptions to this ordinance requirement have been made absent any established policy on this issue. It is desirable to establish a formal policy to provide direction to staff and consistent application of the code.
 - b. In order to provide relief from the fee and inspection requirements for persons providing residential dwellings to an immediate family member the license fee and inspection requirements will be waived where the occupant(s) are property owner's mother, father, mother-in-law, father-in law, grandparent(s), grandparent(s)-in-law, son, or daughter. Verification of the relationship may be required.
 - c. The property owner shall file the attached application and indicate thereon that the occupant(s) are a relative. CDD will enter this information into the licensing system and issue a license to the owner. The owner will be responsible for reporting any change in the occupant(s) in a timely fashion and obtaining any license required as a result of a change in occupancy.

2. It is the intent of this policy to provide a means to exempt certain residential rental properties as defined in the Municipal Code from the fees and inspection requirements of the Landlord Licensing Ordinance while permitting the City to accurately maintain records on these properties.

Authorized by: James F. Schafer Date: 3-4-03
Jim Schafer, Community Development Director

Approved By: Jon R. Austin Date: 03-04-03
Jon R. Austin, City Manager



City of Madison Heights

City Hall Municipal Offices
300 W. Thirteen Mile Road
Madison Heights, MI 48071

Department of Public Services
801 Ajax Drive
Madison Heights, MI 48071

Fire Department
31313 Brush Street
Madison Heights, MI 48071

Police Department
280 W. Thirteen Mile Road
Madison Heights, MI 48071

FIRE EXTINGUISHER REQUIREMENTS FOR RENTAL DWELLING UNITS

As of March 8, 2001, fire extinguishers are required in all rental dwelling units as provided in the City of Madison Heights Municipal Code as follows:

"SECTION 705 FIRE PROTECTION EQUIPMENT

Section 705.1 All residential dwelling units which are offered for rent or lease, shall be equipped with a fire extinguisher with a minimum rating of 2A/10BC and meeting the requirements of the Fire Prevention Code of the City of Madison Heights. Any common tenant areas in multiple unit structures in which dwelling units are located, containing laundry equipment for tenant use, shall be equipped with a fire extinguisher with a minimum rating of 2A/10BC and meeting the requirements of the Fire Prevention Code of the City of Madison Heights. All extinguishers shall be permanently mounted. Licensed rental units in existence at the date of adoption of this ordinance shall be in compliance with the provisions of this Section at the time of the next scheduled inspection pursuant to Section 6-154 of the City Code"

Extinguishers are to be wall mounted in full view and should be located as close as possible to an outside exit. Questions should be directed to the Community Development Department at 248.583.0831.

Area Code (248)

City Assessor	583-0820	Fire Department	588-3605	Personnel	583-0828
City Clerk	583-0826	43rd District Court	583-1800	Police Department	585-2100
City Manager	583-0829	Housing Commission	583-0843	Purchasing	837-2602
Community Development	583-0831	Library	588-7763	Recreation	589-2294
Department of Public Services	589-2294	Mayor & City Council	583-0829	Senior Citizen Activity Center	545-3464
Finance	583-0846			Water & Treasurer	583-0845

CHAPTER 7

FIRE SAFETY REQUIREMENTS

SECTION 701 GENERAL

701.1 Scope. The provisions of this chapter shall govern the minimum conditions and standards for fire safety relating to structures and exterior *premises*, including fire safety facilities and equipment to be provided.

701.2 Responsibility. The *owner* of the *premises* shall provide and maintain such fire safety facilities and equipment in compliance with these requirements. A person shall not occupy as *owner-occupant* or permit another person to occupy any *premises* that do not comply with the requirements of this chapter.

SECTION 702 MEANS OF EGRESS

[F] 702.1 General. A safe, continuous and unobstructed path of travel shall be provided from any point in a building or structure to the *public way*. Means of egress shall comply with the *International Fire Code*.

[F] 702.2 Aisles. The required width of aisles in accordance with the *International Fire Code* shall be unobstructed.

[F] 702.3 Locked doors. Means of egress doors shall be readily openable from the side from which egress is to be made without the need for keys, special knowledge or effort, except where the door hardware conforms to that permitted by the *International Building Code*.

[F] 702.4 Emergency escape openings. Required emergency escape openings shall be maintained in accordance with the code in effect at the time of construction, and the following. Required emergency escape and rescue openings shall be operational from the inside of the room without the use of keys or tools. Bars, grilles, grates or similar devices are permitted to be placed over emergency escape and rescue openings provided the minimum net clear opening size complies with the code that was in effect at the time of construction and such devices shall be releasable or removable from the inside without the use of a key, tool or force greater than that which is required for normal operation of the escape and rescue opening.

SECTION 703 FIRE-RESISTANCE RATINGS

[F] 703.1 Fire-resistance-rated assemblies. The required fire-resistance rating of fire-resistance-rated walls, fire stops, shaft enclosures, partitions and floors shall be maintained.

[F] 703.2 Opening protectives. Required opening protectives shall be maintained in an operative condition. Fire and smokestop doors shall be maintained in operative condition. Fire doors and smoke barrier doors shall not be blocked or obstructed or otherwise made inoperable.

SECTION 704 FIRE PROTECTION SYSTEMS

[F] 704.1 General. Systems, devices and equipment to detect a fire, actuate an alarm, or suppress or control a fire or any combination thereof shall be maintained in an operable condition at all times in accordance with the *International Fire Code*.

[F] 704.1.1 Automatic sprinkler systems. Inspection, testing and maintenance of automatic sprinkler systems shall be in accordance with NFPA 25.

[F] 704.1.2 Fire department connection. Where the fire department connection is not visible to approaching fire apparatus, the fire department connection shall be indicated by an *approved* sign mounted on the street front or on the side of the building. Such sign shall have the letters "FDC" not less than 6 inches (152 mm) high and words in letters not less than 2 inches (51 mm) high or an arrow to indicate the location. Such signs shall be subject to the approval of the fire code official.

[F] 704.2 Single- and multiple-station smoke alarms. Single- and multiple-station smoke alarms shall be installed in existing Group 1-1 and R occupancies in accordance with Sections 704.2.1 through 704.2.3.

[F] 704.2.1 Where required. Existing Group 1-1 and R occupancies shall be provided with single-station smoke alarms in accordance with Sections 704.2.1.1 through 704.2.1.4. Interconnection and power sources shall be in accordance with Sections 704.2.2 and 704.2.3.

Exceptions:

1. Where the code that was in effect at the time of construction required smoke alarms and smoke alarms complying with those requirements are already provided.
2. Where smoke alarms have been installed in occupancies and dwellings that were not required to have them at the time of construction, additional smoke alarms shall not be required provided that the existing smoke alarms comply with requirements that were in effect at the time of installation.
3. Where smoke detectors connected to a fire alarm system have been installed as a substitute for smoke alarms.

[F] 704.2.1.1 Group R-1. Single- or multiple-station smoke alarms shall be installed in all of the following locations in Group R-1:

1. In sleeping areas.
2. In every room in the path of the *means of egress* from the sleeping area to the door leading from the *sleeping unit*.

3. In each story within the *sleeping unit*, including basements. For *sleeping units* with split levels and without an intervening door between the adjacent levels, a smoke alarm installed on the upper level shall suffice for the adjacent lower level provided that the lower level is less than one full story below the upper level.

[F] 704.2.1.2 Groups R-2, R-3, R-4 and 1-1. Single- or multiple-station smoke alarms shall be installed and maintained in Groups R-2, R-3, R-4 and 1-1 regardless of *occupant load* at all of the following locations:

1. On the ceiling or wall outside of each separate sleeping area in the immediate vicinity of bedrooms.
2. In each room used for sleeping purposes.
3. In each story within a *dwelling unit*, including *basements* but not including crawl spaces and uninhabitable attics. In *dwellings* or *dwelling units* with split levels and without an intervening door between the adjacent levels, a smoke alarm installed on the upper level shall suffice for the adjacent lower level provided that the lower level is less than one full story below the upper level.

[F] 704.2.1.3 Installation near cooking appliances. Smoke alarms shall not be installed in the following locations unless this would prevent placement of a smoke alarm in a location required by Section 704.2.1.1 or 704.2.1.2.

1. Ionization smoke alarms shall not be installed less than 20 feet (6096 mm) horizontally from a permanently installed cooking appliance.
2. Ionization smoke alarms with an alarm-silencing switch shall not be installed less than 10 feet (3048 mm) horizontally from a permanently installed cooking appliance.
3. Photoelectric smoke alarms shall not be installed less than 6 feet (1829 mm) horizontally from a permanently installed cooking appliance.

[F] 704.2.1.4 Installation near bathrooms. Smoke alarms shall be installed not less than 3 feet (914 mm) horizontally from the door or opening of a bathroom that contains a bathtub or shower unless this would prevent placement of a smoke alarm required by Section 704.2.1.1 or 704.2.1.2.

[F] 704.2.2 Interconnection. Where more than one smoke alarm is required to be installed within an individual *dwelling* or *sleeping unit*, the smoke alarms shall be interconnected in such a manner that the activation of one alarm will activate all of the alarms in the individual unit. Physical interconnection of smoke alarms shall not be required where listed wireless alarms are installed and all alarms sound upon activation of one alarm. The alarm shall be clearly audible in all bedrooms over background noise levels with all intervening doors closed.

Exceptions:

1. Interconnection is not required in buildings that are not undergoing *alterations*, repairs or construction of any kind.

2. Smoke alarms in existing areas are not required to be interconnected where *alterations* or repairs do not result in the removal of interior wall or ceiling finishes exposing the structure, unless there is an attic, crawl space or basement available that could provide access for interconnection without the removal of interior finishes.

[F] 704.2.3 Power source. Single-station smoke alarms shall receive their primary power from the building wiring provided that such wiring is served from a commercial source and shall be equipped with a battery backup. Smoke alarms with integral strobes that are not equipped with battery backup shall be connected to an emergency electrical system. Smoke alarms shall emit a signal when the batteries are low. Wiring shall be permanent and without a disconnecting switch other than as required for over-current protection.

Exceptions:

1. Smoke alarms are permitted to be solely battery operated in existing buildings where no construction is taking place.
2. Smoke alarms are permitted to be solely battery operated in buildings that are not served from a commercial power source.
3. Smoke alarms are permitted to be solely battery operated in existing areas of buildings undergoing *alterations* or repairs that do not result in the removal of interior walls or ceiling finishes exposing the structure, unless there is an attic, crawl space or *basement* available that could provide access for building wiring without the removal of interior finishes.

[F] 704.2.4 Smoke detection system. Smoke detectors listed in accordance with UL 268 and provided as part of the building's fire alarm system shall be an acceptable alternative to single- and multiple-station smoke alarms and shall comply with the following:

1. The fire alarm system shall comply with all applicable requirements in Section 907 of the *International Fire Code*.
2. Activation of a smoke detector in a dwelling or sleeping unit shall initiate alarm notification in the *dwelling* or *sleeping unit* in accordance with Section 907.5.2 of the *International Fire Code*.
3. Activation of a smoke detector in a *dwelling* or *sleeping unit* shall not activate alarm notification appliances outside of the *dwelling* or *sleeping unit*, provided that a supervisory signal is generated and monitored in accordance with Section 907.6.5 of the *International Fire Code*.



**CITY OF MADISON HEIGHTS COMMUNITY
DEVELOPMENT DEPARTMENT LANDLORD
LICENSING PROGRAM**

RENTAL PROPERTY INSPECTION CHECKLIST

The items listed below are a non-inclusive summary of what the Inspector will be looking for during the inspection. The property or unit will be checked for health, safety and items violating the Property Maintenance Code.

Exterior

Premises identification - Buildings shall have approved address numbers placed in a position adjacent to the front door to be plainly legible and visible from the center line of the street. These numbers shall contrast with their background. Address numbers shall be Arabic numerals a minimum of 4 inches.

Sanitation - All exterior property and premises shall be maintained in a clean, safe and sanitary condition.

Weeds - All premises and exterior property shall be maintained free from weeds and shall be mowed to less than six (6) inches.

Rodent harborage - All structures and exterior property shall be kept free from rodent harborage and infestation.

Accessory structures - All accessory structures, including detached garages, sheds, fences and walls, shall be maintained structurally sound and in good repair.

Swimming pools - Swimming pools shall be maintained in a clean and sanitary condition, and in good repair.

Sidewalks and driveways - All sidewalks, walkways, stairs, driveways, parking spaces and similar areas shall be kept in a proper state of repair, and maintained free from hazardous conditions. Trip hazards over ½ inch shall be repaired by an approved method.

Exterior Structure - The exterior of a structure including windows and doors, shall be maintained in good, clean and sanitary condition. Peeling, chipping, flaking or abraded paint shall be repaired, removed or covered and maintained in good repair, structurally sound, and weather tight. Cracked, broken or loose plaster; wood, aluminum or vinyl siding; decayed wood and other defective surface conditions shall be corrected.

Foundation walls - All foundation walls shall be maintained plumb and free from open cracks and breaks and shall be kept in such condition so as to prevent the entry of rodents, insects and other pests.

Stairways, decks, porches and balconies - Every exterior stairway, deck, porch and balcony, and all appurtenances attached thereto, shall be maintained structurally sound, in good repair, with proper anchorage and capable of supporting the imposed loads.

Handrails and guards - Every handrail and guard shall be firmly fastened and capable of supporting normally a 200 lb. lateral load and shall be maintained in good condition.

Window, skylight and door frames - Every window, skylight, door and frame shall be kept in sound condition, good repair and weather tight.

Operable windows - Every window, other than a fixed window, shall be easily openable and capable of being held in position by window hardware.

Insect screens - Every screen door, window and other outside opening shall be supplied with approved tightly fitting screens and every screen door shall have a self-closing device in good working condition.

INTERIOR STRUCTURE

General - The interior of a structure and equipment therein shall be maintained in good repair, structurally sound and in a sanitary condition. Occupants shall keep that part of the structure which they occupy or control in a clean and sanitary condition with access to all areas and rooms. Every owner of a structure shall maintain, in a clean and sanitary condition, the shared or public areas of the structure and exterior property.

Structural members - All structural members shall be maintained structurally sound, and be capable of supporting the imposed loads.

Interior surfaces - All interior surfaces, including windows and doors, shall be maintained in good, clean and sanitary condition. Peeling, chipping, flaking or abraded paint shall be repaired, removed or covered. Cracked or loose plaster, decayed wood and other defective surface conditions shall be corrected.

Stairs and walking surfaces - Every stair, ramp, landing, balcony, porch, deck or other walking surface shall be maintained in sound condition and good repair.

Handrails and guards - Every handrail and guard shall be firmly fastened and capable of supporting normally imposed loads and shall be maintained in good condition.

Interior doors - Every interior door shall fit reasonably well within its frame and shall be capable of being opened and closed and be securely attached to jambs, headers or tracks as intended by the manufacturer of the attachment hardware.

Heating - Dwellings shall be provided with heating facilities capable of maintaining a room temperature of 68°F (20°C) in all habitable rooms, bathrooms and toilet rooms. Cooking appliances shall not be used to provide space heating to meet the requirements of this section. All heating equipment will require a cleaning and safety inspection conducted by a licensed mechanical contractor. You must submit the original copy of the City inspection form.

Fireplaces - All fireplaces require a visual safety inspection by a licensed contractor.

Electrical system hazards - All electrical services shall meet the minimum standards of the Madison Heights Property Maintenance Code. Where it is found that the electrical system in a structure is not in compliance or otherwise constitutes a hazard to the occupants or the structure by reason of improper fusing, insufficient receptacle and lighting outlets, improper wiring or installation, deterioration or damage, or for similar reasons, the code official shall require the defects to be corrected to eliminate the hazard. Screw in fuses must be type S only.

Receptacles - Every habitable space in a dwelling shall contain at least two separate and remote receptacle outlets. Every laundry area shall contain at least one grounded-type receptacle. Every bathroom shall contain at least one outlet. For the protection of the occupants all outlets within 6' of any sink, outside, in a garage or for the washer should have GFCI protection. All painted switches and outlets will need to be replaced.

Locked doors - All means of egress doors shall be readily operable from the side from which egress is to be made without the need for keys, tools or special knowledge or effort. Double key deadbolts are prohibited.

Emergency escape openings - Required emergency escape openings shall be maintained in accordance with the code. Required emergency escape and rescue openings shall be operational from the inside of the room without the use of keys, tools or special knowledge.

Smoke alarms - Houses require a smoke detector in each bedroom, one in each hallway outside of each sleeping area, and one on each floor. All detectors must be powered by line voltage or by a battery capable of powering the detector in the normal condition for a life of 5 years.

Carbon Monoxide Detectors-All dwelling units shall have an operable carbon monoxide detector.

Laundry tray (tub) - secure to floor, vacuum breaker on threaded faucet.

Outside faucets - vacuum breakers on all exterior hose bibs.

Kitchens - Condition of sink / stopper, dishwasher (air gap on drain), walls, floors must be water tight. **Bathrooms** - condition of water closet, shower stall, bathtub/ stopper, lavatory basin / stopper, stability of vanity, fan vented to the outside or operable window, floor, walls, ceiling, door.

Dryer - Gas or electric clothes dryers that require a vent to the outside shall be installed with smooth metal flexible or ridged metal pipe, duct tape or clamp joints. Must be less than 25' in total length.

This is only a highlight of the items that may be listed for repair. All work that requires permits will be noted. A licensed contractor is required for all work on a rental until requiring permits. Homeowner permits may NOT be issued for rental properties. Any work found done without permits (no matter how long) will require a permit be issued and the appropriate inspections be completed or the violation removed.