



RENTAL REGISTRATION APPLICATION **2021**

NEW APPLICATION DUE BY MARCH 1 EACH YEAR

Please check box if there has been a change in occupancy or tenants since last registration date.

Address of Rental Property:	
Primary Tenant Name:	
Tenant's Phone:	
Date of Occupancy:	Number of Occupants:
Please complete the appropriate information below:	
INDIVIDUAL OWNER INFORMATION:	
Owner's Name:	
Address:	
Phone:	Work Phone:
Email:	
PROPERTY MANAGEMENT INFORMATION:	
Property Management Company:	
Address:	
Phone:	
Agent's Name:	
Email:	

A penalty (max \$2,000) for failure to register the property or for providing false information. **Please complete and return with \$50.00 application fee by March 1st.**

Signature or Owner/Agent:

Date:



Rental Property Pre-Inspection Checklist

International Property Maintenance Code

This list shows common violations. It is NOT intended to be a comprehensive list of all code violations that could occur. If you have questions about a specific item or situation, please call our inspections department at:

Life & Fire Safety - All Life & Fire Safety items MUST be in compliance in order to pass this inspection.

- Functioning/operable smoke detectors in each bedroom (or other room used for sleeping), in the hallway(s), outside of the bedrooms and on each level.
- Carbon monoxide alarms installed in units with fuel burning appliances and/or attached garage as per manufacturer requirements.
- All fuel burning equipment in good repair and in safe condition, properly installed and connected to chimneys or vents.
- Water heater and furnace clearance at least 3 ft. away from boxes, "junk", or other flammable materials.
- Water heater must have a temperature and pressure-relief valve properly installed. The T&P valve should discharge via an approved pipe routing to the outdoors.
- All exits must be free from obstruction inside and outside (personal belongings, junk, shrubbery etc.
- All exterior doors must be able to lock and unlock from the INSIDE without using a key or special knowledge. No double keyed cylinders for deadbolt locks are allowed. All deadbolt type locks MUST have a THUMB style lever.
- All rooms used for sleeping must have two means of egress. (at least one window and one door)

Doors / Windows

- All exterior doors open and close easily and weather tight.
- All windows designed for such, open and stay open.
- All windows close and lock (first floor) Windows must be weather tight.
- No broken or cracked glass in windows.
- Any burglar bars on windows must have safety release lever to open from inside.

Walls / Ceilings / Floor

- Walls, window sills, and ceilings clean and free from peeling paint or wallpaper.
- Floors must be structurally sound.
- Flooring (carpet, vinyl, wood, etc.) should be clean and in good condition. Thresholds in place, no rips or other trip hazards. No missing tiles; No exposed subflooring (plywood or concrete).

- ❑ All light fixtures have proper globes/diffuser covers installed.
- ❑ Must have light fixture in halls, stairways, laundry rooms, and furnace rooms.
- ❑ Every set of stairs with more than four steps requires proper handrail on at least one side.
- ❑ Handrails and other railings must be firmly attached with no loose or missing spindles.

Walls / Ceilings / Floor

- ❑ Walls, window sills, and ceilings clean and free from peeling paint or wallpaper.
- ❑ Floors must be structurally sound.
- ❑ Flooring (carpet, vinyl, wood, etc.) should be clean and in good condition. Thresholds in place, no rips or other trip hazards. No missing tiles; No exposed subflooring (plywood or concrete).
- ❑ All light fixtures have proper globes/diffuser covers installed.
- ❑ Must have light fixture in halls, stairways, laundry rooms, and furnace rooms.
- ❑ Every set of stairs with more than four steps requires proper handrail on at least one side.
- ❑ Handrails and other railings must be firmly attached with no loose or missing spindles.

Heating / Plumbing / Electrical

- ❑ All GFI outlets in proper working condition. Outlets in kitchen and bathrooms GFI protected.
- ❑ All bathrooms have a working exhaust fan or operable window.
- ❑ Main electrical service panel (breaker box) and any sub panels have proper covers.
- ❑ All outlets and light switches have covers.
- ❑ All bathrooms have at least one outlet and all other rooms have at least two.
- ❑ All taps run (hot and cold) and all toilets flush. Plumbing is properly vented.
- ❑ No faucets visibly dripping and no leaking pipes (above grade).

Exterior

- ❑ Posted address with numbers that are clearly visible from the street. (min. 4 inches high)
- ❑ Yard maintained. Grass/weeds no higher than 10 inches.
- ❑ All rubbish stored in appropriate containers and removed on a regular basis.
- ❑ Siding, brick, paint free of chips and overall signs of deterioration.
- ❑ Roof in good condition with no leaks; No overhanging tree limbs or branches.
- ❑ Chimney in good / safe condition.
- ❑ Foundation in good repair; no cracking or deterioration; no missing piers.
- ❑ MOBILE HOMES: skirting in good condition with access panel provided.
- ❑ Gutters and downspouts free of debris and directing water away from structure.
- ❑ Premises free of infestations such as insects, rats and/or other vermin.
- ❑ All tenant vehicles properly registered and licensed.
- ❑ Accessory structures (detached garages, sheds, fences, retaining walls) should be structurally sound and in good repair.
- ❑ All vehicle parking should be done in garage, driveway, or paved/graveled areas and vehicles should never be parked on unpaved surfaces.

