

Did You Know?

General Information

- ✓ Buildings with fire alarm systems require annual inspections and removing or tampering with smoke detectors is prohibited
- ✓ City Ordinance requires that rental units must be registered and inspected in order to obtain a rental license
- ✓ The owner or registered property manager must maintain and provide a current list of all occupants age 18 or older for each regulated rental unit
- ✓ Registration fees for each rental unit along with business license renewal fees are required annually
- ✓ A rental unit lease is subject to the City 'Disruptive Conduct Clause' which can lead to penalty and tenant eviction
- ✓ A typical inspection will take 20 to 40 minutes to complete and the inspector must have easy access to all inspection areas including smoke detectors

Rental inspections focus primarily on fire safety and exits, structural, electrical, mechanical, plumbing, and health and sanitation issues including, insect and rodent infestation, and garbage accumulation

Top 10 List

Most Common Violations

Smoke Detectors have been removed or are not operational (i.e. missing batteries)



- Fire extinguisher inspections are not current
- Covers are missing from light fixtures and basement bulbs
- Improperly connected GFI's (Ground Fault Interrupter) and loose GFI receptacles
- Extension cords running across doorways and under carpet or used to power appliances
- Handrails are missing or loose
- Gutters, downspouts and diverting elbows are missing, clogged or disconnected
- Broken glass and windows that do not stay open with their own hardware
- Exterior weeds, trash, litter and debris
- Broken or loose tiles in kitchen and bath

CITY OF EASTON
Planning and Codes Department



OFFICIAL NOTICE

AN INSPECTION HAS BEEN
SCHEDULED FOR:

(Address)

(Date and Time)

All residential units within this rental property will be inspected.

All tenants must be informed of this inspection at least 24-hours in advance and the property owner or registered property manager must be present. Failure to appear for a scheduled inspection(s) may result in citations, fines and/or closure.

Preparation

Exterior

- ❖ The building exterior must be structurally sound, weather tight, and free from peeling paint
- ❖ The yard must be free of debris, tall grass, and abandoned appliances
- ❖ All window wells must be clean and free of debris
- ❖ All gutters, downspouts, and diversion elbows must be present, clean and properly secured
- ❖ The address must be clearly visible with contrasting numbers at least 4" high
- ❖ Check and repair broken and cracked glass, torn and missing screens and replace faulty window hardware



Disclaimer: This pamphlet discusses common items found but does not include a complete list of all items to be evaluated during an inspection

The City requires that each residential unit be inspected once every 4-years

Preparation

Interior

- ❖ **TEST ALL SMOKE ALARMS...** Replace batteries if necessary and be sure there is one in each bedroom, outside each sleeping area and one on each level (including attic and basement)
- ❖ Common areas and all countertops must be clear and free of graffiti, trash, mold, insects, and rodents
- ❖ Unit doors must be free from double keyed locks and hasps, labeled and fire rated, and have properly secured doorknobs
- ❖ All handrails must be installed and secured
- ❖ Repair any leaking or dripping fixtures
- ❖ Fixtures must have covers and light bulbs may not be exposed including basement, attic and closet bulbs
- ❖ Receptacles must have cover plates and be securely fastened to the wall. GFI outlets must be installed/working within 6' of water source
- ❖ 5lb-ABC fire extinguishers must be provided in kitchens and basements and certified within the last year

Rental Inspection

Process

- ✓ The City contacts the property owner or registered property manager and schedules an inspection appointment
- ✓ The owner or property manager must inform tenants at least 24-hours prior to a scheduled inspection
- ✓ The Rental Inspector will arrive to inspect all rooms of all rental units accompanied by the owner or property manager
- ✓ Pets must be restrained and all doors must be unlocked
- ✓ A copy of inspection results will immediately be provided following the inspection
- ✓ A property owner will receive their rental license within 7-10 business days provided no violations are found and all taxes and utility bills are current
- ✓ Any violations must be corrected and a re-inspection is required before a license will be issued
- ✓ Violations not corrected in the pre-determined time frame are subject to fines and license revocation