

**CITY OF YPSILANTI BUILDING DEPARTMENT
RENTAL PROPERTY GUIDELINES/CHECK LIST**

ALL WORK TO BE DONE IN A WORKMANLIKE MANNER

ALL EQUIPMENT, SYSTEMS, DEVICES AND SAFEGUARDS REQUIRED BY THIS CODE OR A PREVIOUS STATUTE OR CODE SHALL BE MAINTAINED IN GOOD WORKING ORDER. THIS LIST IS NOT INTENDED TO BE ALL INCLUSIVE.

EXTERIOR

Address Number Posted – At least 3” high, ½” stroke & readable from the right of way; room #'s, unit #'s & mailbox #'s installed/affixed.

Porch/Deck/Balcony – Handrail – 4 risers or more – 34”- 38”, Guardrail – 36”, balusters, maximum 4” opening between each. Decking, columns, skirting, stair stringers, riser & treads in sound condition & good repair.

Sidewalks – No more than 3 cracks, spalling or 3/8” difference in rise (trip hazard).

Potholes – No trip hazards or standing water.

Chimney/Cap – Brick/mortar must be solid, not crumbling/flaking. Cap in place, flashing and flue in sound condition and good repair. Tuckpoint where necessary.

Foundation – Solid without deterioration. Tuckpoint where necessary.

Roofs – Shingles, sheathing, drip edge, fascia, soffits & roof vents in sound condition & good repair; vegetation (trees) hanging on roof to be removed. Maintain proper drainage on flat roofs to allow for water runoff.

Gutters/Downspouts – Free and clear from vegetation, attached properly, pitched to downspout and not discharge to adjacent property or right-of-way.

Lights/Globes – Must be in place, in sound condition and good repair.

Siding – Must be reasonably clean, free from holes, loose/rotting materials & maintained weatherproof. Scaling, peeling & flaking painted areas scraped and repainted.

Fire Escape – Three or more floors must have fire escape; exterior stairwell, floor sprinkled or constructed 5/8 drywall throughout (min. type 5A building).

Windows/Sills – Free from cracks, window glazing putty in good condition surrounding all glass & have locking device. All windows, except fixed ones, to be easily openable & capable of being held in position by window hardware (not with a prop). All double-hung windows must be equipped with sash locks securely attached to the inner window frame by screws a minimum of three-fourths of an inch in length. Operable windows and sliding doors located in whole or in part within 6 feet above ground level or a walking surface below that provide access to a dwelling unit, rooming unit or housekeeping unit that is rented, leased or let shall be equipped with a secondary locking device. (a) Double-hung windows shall be equipped with pin locks or other secondary locks approved by the department. The pins for such locks shall be secured to the window frame. The pins shall be able to be inserted into holes that allow the window to be secured in the closed position and in a position to allow for ventilation yet prohibit entry. The holes shall be drilled at a slight downward angle through the inner frame and halfway into the outer frame. The pins shall not require the use of any key or tool for removal. (b) Sliding windows and doors shall be equipped with a rod at least 3/4 inch in diameter and of such length as to prevent the door or window from being opened when laid in the bottom track. All in sound condition, good repair and weather tight.

Doors (to dwelling units) – Shall be equipped with locking devices & fit tightly secure. All swinging doors which are accessible from the exterior of the unit shall be equipped with deadbolt locks (min. 1” throw). A lock must be capable of being deadlocked, (not spring-loaded), from the interior and by an exterior key. Every entrance door which does not contain a window shall be equipped with a wide-angle peephole door viewer. Sliding windows and doors at ground level or otherwise accessible from the exterior must be equipped with a rod at least ¾” in width or diameter and of such length as to prevent the window/door from being opened when the rod is laid loosely in the lower track. Facing and trim must be in place and secure. Door & hardware must be maintained in good condition.

Doors (to common areas) – In multiple dwellings which are offered for rent or lease and where access to individual dwellings or rooming units are obtained by means of common hallways and exterior doors, such exterior doors and any windows shall be equipped as follows:

1. All doors shall be self closing and self latching and shall not be equipped with any type of hold open device.
2. All doors shall be equipped with a lock requiring a key or code for entry from the exterior. The lock shall operate without any key, code, tool or other special knowledge or effort from the interior and be of a type that remains locked from the exterior at all times. Electric releases are permitted, and if so equipped, the releases shall be operable at all times. Strike plates shall have protective guards on the exterior side to prevent the lock from being pried open.
3. If a common hallway has operable windows located in whole or in part within 6 feet (1828 mm) above ground level or a walking surface. The windows shall be equipped with locks as per section 309.1.1 and 309.1.2. The windows shall be equipped with insect screens per section 304.14.4. Common tenant areas such as laundry rooms, storage areas, etc., which are accessed from a common hallway shall have entry doors meeting the requirements of this section.

Screens – Every door, window & outside opening utilized or required for ventilations purposes shall be supplied with approved tightly fitting screens, free from holes/defects in place from 04/01-12/01.

Electrical Meter/cable – Meter box must be secure & cable secured every 24”. All other cables to be secured in a workmanlike manner.

Accessory Structures, fences & retaining walls – maintained structurally sound and in good repair, secure from rodents, vagrants and weather.

Trash receptacles – Landlord must provide trash containers. Must have leak proof, covered outside container(s).

KITCHEN

Fire Extinguisher – Minimum #1A-10:BC (ABC type) – mounted visibly & easily accessible in kitchen area.

Outlets – 3 required - two readily accessible GFCI or GFCI protected – 20 amp grounded. In existing structures with three or more units, GFCI's not required in kitchen unless outlet(s) has been or needs to be changed.

Garbage disposal – If installed must have cord clamp, no leaks; splash guard in good condition.

Faucets/plumbing – Should not be loose or drip, must have correct drain/trap functions & stopper.

Caulking – Around backsplash, sink, windows.

Floor/walls – In good condition/appearance.

BATHROOM

Receptacles – All receptacles shall be GFCI protected.

Exhaust – Must have a window with screen or mechanical ventilation (bath fan).

Caulking – Around tub, tub surround seams & vanity backsplash; clean, neat & well adhered.

Faucets/plumbing – Should not be loose or drip, must have correct drain/trap functions & stopper.

Floor/walls – In good condition, no damaged or missing floor tiles and free from mold/mildew.

BEDROOMS / LIVINGROOMS

Windows, doors, flooring, walls & outlets – As mentioned above and below. Windows required for egress shall not be blocked by furniture or portable air conditioning units.

BASEMENT / MECHANICAL ROOMS / LAUNDRY AREAS

Furnace – Must have sufficient service clearance, access door panel, filter and 30" clearance at all times.

Water Heater – Must have access covers in place, flue connections correct (bonnet secure, water drip leg, correct gas/relief valve and 30" required clearance at all times).

Boiler – If building is 6 units or more, must have valid certification from the State Boiler Division.

HVAC Certification Requirement – All gas fired heating equipment shall be serviced & inspected by a licensed mechanical contractor. The mech. contractor shall provide certification of inspection minimally every 4 years. The certification shall be on a form approved by the Building Official. Inspectors may require cleaning & service more frequently based on observations made during the inspections.

Dryer – Must have clean approved vent (rigid duct) connected and approved connector, if gas.

Fire Extinguisher – All common tenant areas in the structure containing laundry equipment for tenant use shall be equipped with a fire extinguisher with a minimum rating of 10ABC and meeting the requirements of the Fire Prevention Code of the City of Ypsilanti.

Smoke Detector – Required in basement. Normally found at bottom of stairs ceiling (not in joist cavity).

Electrical Panel – MUST be labeled with respective circuits and units, and all cover plates in place. Empty knock-out openings must be covered.

Combustibles – No combustible storage in mechanical rooms or under stairs.

Exterior Hatchways – Must be maintained to prevent the entrance of rodents, rain & water.

MISCELLANEOUS

Group Homes – Must provide State certificate and Fire Equipment report.

Drywall/plaster repairs – Must be correctly finished and painted.

Stair handrails/guards – In place, secure and in good condition.

Flexible gas lines – Range & dryer cannot exceed 6 ft. Water heater and furnace cannot exceed 3 ft. More than that requires rigid or ANSI approved pipe; permit required for installation of more than 10 feet or 6 connections.

Smoke detectors – A minimum of one smoke detector required in the immediate area of all sleeping quarters & each floor.

Beginning March 14, 2007, must comply with new code minimums which state a smoke alarm (unless hard-wired), powered by a non-rechargeable battery (able to power the detector under normal conditions for 5 years), be installed in each sleeping room or directly outside each sleeping room, & one on each floor level, including the basement; & shall be listed, installed & maintained in accordance with the manufacturer's installation requirements, the provisions of the Code, and the provisions of NFPA 72. *This information has been abbreviated & paraphrased.*

Overstuffed furniture – Not allowed outside/on porch unless porch enclosed or intended for exterior use.

Floors/coverings – In good shape, clean, no trip hazards. Carpets stretched properly.

Deadbolts – required on all exit doors or each unit – min. 1" throw.

Fluepipes – Correct pitch, joints and support.

Egress/Hallway lighting – must be operable and maintained.

Exit/emergency signage/battery backup/fire protection systems service/alarm systems – All must be working, serviced and maintained as required by the Fire Code.

Outlets/switches – Secure and in working condition, not to be painted over, type as appropriate.

Globes for lights – Must be in place and in sound condition.

Closet doors – Secure, in place & operable. Clothes closet lights shall have a globe.

Utilities – (water, gas, electricity) all on and working properly.

Permits/inspections – Must have permits and final approvals for all permitted work since last inspection.

Mowing – Grass and weeds to be kept mowed/trimmed, no higher than 10".

Vehicles – Currently licensed, operable, parked correctly in legal location.

Property Registration – Must have completed/current form on file with the Building Department.