



# Detached One-Family Rental Home Self-Inspection Checklist Form

Pursuant to Ordinance No. 18-901, owners of one-family rental homes are required to register and complete a self-certification inspection of their rental home. This form must be filled out by the owner, owner's representative, or certified home inspector and submitted to the Auburn Hills Community Development Department per the requirements of the ordinance.

Please read the *Rental Home Self-Inspection Checklist Guide* for descriptions of each item to be inspected. If you have any questions, please contact the Community Development Department at 248-364-6900. Completion of this form constitutes the owner's representation that all items have been inspected as required and that the information provided is accurate. ***Failure to comply with these requirements shall constitute a violation of Auburn Hills City Code and may lead to the denial or suspension of the permit to occupy the rental home.***

## Property Information

Property Address – **Street Number and Name**

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## Property Owner Information

Full Legal Name

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Mailing Address - **PO Box Not Accepted**

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Emergency Contact Telephone Number

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E-mail

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## Agent/Representative Information (if applicable)

Full legal name

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Mailing Address - **PO Box Not Accepted**

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Emergency Contact Telephone Number

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E-mail

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Does the Property Manager have the authority to enter and secure the premises? **(indicate: yes/no)**

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## Self-Inspection of the Condition of the Home and Property

Date this rental home was inspected \_\_\_\_\_

Date this rental home was evacuated by tenant \_\_\_\_\_

**Note:**

- **Remarks must be provided for any inspection item below that is checked as either "Not Compliant" or "Not Applicable."**
- **Additional explanation in writing may be attached to this form to expand on or clarify remarks**

	Compliant	Not Compliant	Not Applicable
<b>1. House address numbers</b> <i>Remarks:</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>2. Evidence of blight</b> <i>Remarks:</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>3. Ingress and egress</b> <i>Remarks:</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>4. Door between living areas &amp; garage (no window permitted)</b> <i>Remarks:</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>5. Chimney(s)</b> <i>Remarks:</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>6. Fire separation</b> <i>Remarks:</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>7. Fuse/circuit breaker panel</b> <i>Remarks:</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>8. Usage of extension cords</b> <i>Remarks:</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>9. Electrical cover plates</b> <i>Remarks:</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>10. Heating unit &amp; water heating venting</b> <i>Remarks:</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>11. Combustion air</b> <i>Remarks:</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

	Compliant	Not Compliant	Not Applicable
<b>12. Gas shut-off</b> <i>Remarks:</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>13. Water heater discharge pipe</b> <i>Remarks:</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>14. Smoke detectors and carbon monoxide alarms</b> <i>Remarks:</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>15. Windows</b> <i>Remarks:</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>16. Basement sleeping room requirements</b> <i>Remarks:</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**CERTIFICATION OF THE ACCURACY OF THE RENTAL HOME SELF-INSPECTION**

I certify under penalty of perjury the information contained in this document is true and correct to the best of my knowledge. I have read the *Rental Home Self-Inspection Checklist Guide* and that the inspection was in compliance with that checklist. I understand that the City of Auburn Hills may conduct its own inspection of the rental home to verify the accuracy of the information I provided. I understand that if the statements made in this document are false or otherwise not accurate, I shall be in violation of the Auburn Hills City Code. Further the registration and permit to occupy may be denied or suspended for the rental home.

I (the aforementioned property owner) certify the above statement to be true.

Owner's Certification / Signature \_\_\_\_\_ Date \_\_\_\_\_

**OPTIONAL - REQUEST FOR CITY INSPECTION**

If an owner is unable to determine the condition of their property, he/she may request that the Community Development Department inspect the property. The cost for the City to provide an initial inspection, at the request of the property owner, is \$155.00 per rental home.

If you would like the City to conduct the initial inspection, please complete the section below.

I, the owner of this property, request the City to inspect my rental property and complete the Rental Home Self-Inspection Checklist Form as an alternative to me completing the self-inspection.

I AGREE TO THE ABOVE STATEMENT REQUESTING CITY INSPECTION

Owner's Certification / Signature \_\_\_\_\_ Date \_\_\_\_\_