



DETACHED SINGLE-FAMILY RENTAL HOME SELF-INSPECTION CHECKLIST

PURSUANT TO ORDINANCE NO. 18-901, OWNERS OF SINGLE-FAMILY RENTAL HOMES SHALL REGISTER AND COMPLETE A SELF- CERTIFICATION INSPECTION OF THEIR RENTAL HOME BEFORE IT IS OFFERED FOR RENT OR ANY CHANGE OF TENANCY. PLEASE READ THE *RENTAL HOME SELF-INSPECTION CHECKLIST GUIDE* FOR FURTHER DESCRIPTIONS OF EACH ITEM TO BE INSPECTED. IF YOU HAVE ANY QUESTIONS, PLEASE CONTACT THE COMMUNITY DEVELOPMENT DEPARTMENT AT (248) 364-6900 OR BY EMAIL AT CDCLERK@AUBURNHILLS.ORG.

COMPLETING 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 THE AUBURN HILLS CITY CODE AND MAY LEAD TO THE DENIAL OR SUSPENSION OF THE PERMIT TO OCCUPY THE RENTAL HOME.

PROPERTY INFORMATION

ADDRESS _____

SIDWELL (TAX ID) NUMBER _____

OWNER INFORMATION

NAME _____

DRIVER'S LICENSE / STATE ID _____

ADDRESS _____

CITY / STATE / ZIP CODE _____

E-MAIL ADDRESS _____

CONTACT PHONE NUMBER _____

INSPECTION REASON (SELECT ONE): *ANNUAL* *NEW REGISTRATION* *CHANGE OF TENANT*

TENANT INFORMATION (IF NEW REGISTRATION OR CHANGE OF TENANT)

NAME _____

DRIVER'S LICENSE / STATE ID _____

ADDRESS _____

CITY / STATE / ZIP CODE _____

E-MAIL ADDRESS _____

CONTACT PHONE NUMBER _____

INSPECTION DATE: _____

CERTIFICATION OF THE ACCURACY OF THE RENTAL HOME SELF-INSPECTION

UNDER PENALTY OF PERJURY, I CERTIFY THAT THE INFORMATION IN THIS DOCUMENT IS TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE. I UNDERSTAND THAT THE CITY OF AUBURN HILLS MAY INSPECT 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 INACCURATE, 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.

OWNER'S CERTIFICATION (SIGNED)

DATE

SELF-INSPECTION OF THE CONDITION OF THE HOME AND PROPERTY

THE CITY HAS IDENTIFIED SPECIFIC INSPECTION ITEMS BELOW WITH AN ASTERISK (*), WHICH MAY HAVE DIFFERENT CODE REQUIREMENTS DEPENDING ON THE YEAR OF CONSTRUCTION. PROPERTY OWNERS ARE ENCOURAGED TO CONTACT THE COMMUNITY DEVELOPMENT DEPARTMENT IF THEY HAVE ANY QUESTIONS REGARDING THE APPLICABILITY OF THE INSPECTION ITEM STANDARDS.

NOTE:

- REMARKS MUST BE PROVIDED FOR ANY INSPECTION ITEM MARKED "NOT COMPLIANT" OR "NOT APPLICABLE."
- ADDITIONAL EXPLANATIONS IN WRITING MAY BE ATTACHED TO THIS FORM TO CLARIFY REMARKS.

OPTIONAL - REQUEST FOR CITY INSPECTION

IF AN OWNER CANNOT DETERMINE THE CONDITION OF THEIR PROPERTY, THEY MAY REQUEST THAT THE COMMUNITY DEVELOPMENT DEPARTMENT INSPECT THE PROPERTY. THE COST FOR THE CITY TO PROVIDE THIS INSPECTION, AT THE PROPERTY OWNER'S REQUEST, IS \$155.00 PER RENTAL HOME.

PLEASE COMPLETE THE SECTION BELOW IF YOU WOULD LIKE THE CITY TO CONDUCT THE INITIAL INSPECTION.

I, THE OWNER OF THIS PROPERTY, REQUEST THE CITY TO INSPECT MY RENTAL PROPERTY AND COMPLETE THE RENTAL HOME

I AGREE TO THE ABOVE STATEMENT REQUESTING CITY INSPECTION

OWNER'S CERTIFICATION / SIGNATURE

DATE

INSPECTION CHECKLIST ITEMS

1. **ADDRESS NUMBERS:** STREET ADDRESS NUMBERS MUST BE DISPLAYED IN A POSITION EASILY OBSERVED AND READABLE FROM THE STREET.

SELECT ONE: *COMPLIANT* *NOT COMPLIANT* *NOT APPLICABLE*

REMARKS:

2. **EVIDENCE OF BLIGHT:** UN-KEPT LANDSCAPE OR UNCUT GRASS, BROKEN WINDOWS AND PEELING PAINT, ABANDONED VEHICLES, AND DISCARDED MATERIALS IN THE YARD ARE ALL INDICATORS OF BLIGHT.

SELECT ONE: *COMPLIANT* *NOT COMPLIANT* *NOT APPLICABLE*

REMARKS:

3. **INGRESS & EGRESS:** A SAFE, CONTINUOUS, AND UNOBSTRUCTED PATH OF TRAVEL MUST BE AVAILABLE FROM WITHIN THE HOME TO EXIT DOORS.

SELECT ONE: *COMPLIANT* *NOT COMPLIANT* *NOT APPLICABLE*

REMARKS:

4. **DOOR BETWEEN LIVING AREAS & GARAGE (NO WINDOW PERMITTED):** THE DOOR OR DOORS SEPARATING THE LIVING AREA OF THE HOME AND THE ATTACHED GARAGE, OR ANY OTHER DWELLING UNITS, MUST BE SOLID-WOOD DOORS AT LEAST ONE AND THREE-EIGHTHS INCHES THICK, A 20-MINUTE FIRE-RATED DOOR, OR METAL INSULATED EXTERIOR DOOR.

SELECT ONE: *COMPLIANT* *NOT COMPLIANT* *NOT APPLICABLE*

REMARKS:

5. **CHIMNEY(S)*:** MUST BE STRUCTURALLY SAFE AND IN GOOD REPAIR. EXPOSED METAL OR WOOD SURFACES MUST BE PROTECTED FROM WEATHER AND AGAINST DECAY AND/OR RUST. EXCESSIVE RUST, LOOSE OR MISSING MORTAR, AND CRACKED OR MISSING BRICKS INDICATE PROBLEMS.

SELECT ONE: *COMPLIANT* *NOT COMPLIANT* *NOT APPLICABLE*

REMARKS:

6. **FIRE SEPARATION*:** THE HOUSE AND ITS ATTIC MUST BE SEPARATED FROM THE ATTACHED GARAGE BY AT LEAST ONE- HALF-INCH DRYWALL. THE DRYWALL MUST RUN FROM THE FLOOR TO THE ROOF SHEATHING LINE, OR THE CEILING MUST BE COVERED WITH ONE-HALF-INCH DRYWALL.

SELECT ONE: *COMPLIANT* *NOT COMPLIANT* *NOT APPLICABLE*

REMARKS:

7. **FUSE/CIRCUIT BREAKER PANEL:** THERE MAY NOT BE ANY UNUSED OPENINGS IN THE PANEL COVER; ALL SPACES MUST BE FULL OR COVERED. ALL CIRCUITS MUST BE LABELED. CIRCUITS MAY NOT BE RATED FOR MORE THAN 20 AMPS UNLESS DEDICATED TO AN APPLIANCE REQUIRING HIGHER AMPS. THE PANEL MUST HAVE A MINIMUM WORKING SPACE IN FRONT OF THE PANEL OF 36 INCHES DEEP AND 30 INCHES WIDE.

SELECT ONE: *COMPLIANT* *NOT COMPLIANT* *NOT APPLICABLE*

REMARKS:

8. **USAGE OF EXTENSION CORDS:** USAGE OF EXTENSION CORDS MUST BE MINIMIZED. THE AMOUNT OF ELECTRICAL CURRENT AN EXTENSION CORD CAN SAFELY CARRY IS LIMITED BY THE SIZE OF ITS CONDUCTORS. BECAUSE THIS IS NOT GENERALLY KNOWN, EXTENSION CORDS ARE COMMONLY OVERLOADED. EXTENSION CORDS ARE MORE SUSCEPTIBLE TO DAMAGE THAN PERMANENT WIRING METHODS.

SELECT ONE: *COMPLIANT* *NOT COMPLIANT* *NOT APPLICABLE*

REMARKS:

9. **ELECTRIC COVER PLATES:** OUTLET AND SWITCH COVER PLATES MUST BE IN PLACE AND IN GOOD CONDITION.

SELECT ONE: *COMPLIANT* *NOT COMPLIANT* *NOT APPLICABLE*

REMARKS:

10. **HEATING UNIT AND WATER HEATING VENTING:** VENT PIPES ARE CHECKED FOR DETERIORATION, BLOCKAGE, OR CONNECTION SEPARATION FOR GAS-SUPPLIED HEATING UNITS, INCLUDING WATER HEATERS. EACH CONNECTION MUST BE MADE CONSISTENT WITH MANUFACTURER REQUIREMENTS. EVIDENCE OF DECAY OR RUST MAY INDICATE IMPROPER VENTING. VENT PIPES ARE CHECKED TO ENSURE THEY ARE NOT TOO CLOSE TO COMBUSTIBLES.

SELECT ONE: *COMPLIANT* *NOT COMPLIANT* *NOT APPLICABLE*

REMARKS:

11. **COMBUSTION AIR*:** THIS IS THE AIR NECESSARY FOR THE PROPER COMBUSTION OF FUEL, DRAFT HOOD DILUTION, AND VENTILATION FOR THE ENCLOSURE WHERE THE APPLIANCE IS LOCATED. THE AREA AROUND THE APPLIANCE'S NEED FOR ADEQUATE AIRFLOW VARIES BASED ON MANUFACTURER REQUIREMENTS BUT IS GENERALLY AT LEAST 18 INCHES.

SELECT ONE: *COMPLIANT* *NOT COMPLIANT* *NOT APPLICABLE*

REMARKS:

- 12. GAS SHUTOFF:** EACH HEATING UNIT AND WATER HEATER MUST BE PROVIDED WITH A SHUTOFF VALVE SEPARATE FROM THE APPLIANCE. IT MUST ALSO BE LOCATED IN THE SAME ROOM AS THE APPLIANCE, NO FURTHER THAN SIX FEET FROM THE APPLIANCE, AND INSTALLED UPSTREAM FROM THE UNION, CONNECTOR, OR QUICK DISCONNECT DEVICE IT SERVES. THE SHUTOFF VALVE MUST BE EASILY ACCESSIBLE.

SELECT ONE: *COMPLIANT* *NOT COMPLIANT* *NOT APPLICABLE*

REMARKS:

- 13. WATER HEATER DISCHARGE PIPE:** AN APPROVED COMBINATION TEMPERATURE AND PRESSURE RELIEF VALVE DISCHARGE MUST BE INSTALLED AND MAINTAINED ON WATER HEATERS. THE DISCHARGE PIPE MUST BE RIGID, COPPER, OR GALVANIZED AND HAVE THE SAME DIAMETER AS THE RELIEF VALVE OUTLET. IF GALVANIZED PIPE IS USED, THERE MAY NOT BE THREADS ON THE DISCHARGE END. THE DISCHARGE PIPE MUST BE WITHIN FOUR (4) INCHES OF THE FLOOR TO SAFELY DISCHARGE WATER. THIS PIPE MAY NOT RUN THROUGH THE FLOOR INTO A CRAWL SPACE. IT MAY DISCHARGE INTO AN AIR GAP DRAIN.

SELECT ONE: *COMPLIANT* *NOT COMPLIANT* *NOT APPLICABLE*

REMARKS:

- 14. SMOKE DETECTORS AND CARBON MONOXIDE ALARMS:** A MINIMUM OF ONE SMOKE DETECTOR AND CARBON MONOXIDE ALARM IS REQUIRED ON EACH STORY OF A RESIDENTIAL OCCUPANCY, INCLUDING THE BASEMENT. A SMOKE DETECTOR MUST BE LOCATED NEAR THE BEDROOMS. ONE SMOKE DETECTOR MUST BE INSTALLED IN EACH ROOM USED FOR SLEEPING PURPOSES. WHEN TESTED MANUALLY OR WITH ARTIFICIAL SMOKE, THE DETECTORS MUST HAVE FRESH BATTERIES AND SOUND.

SELECT ONE: *COMPLIANT* *NOT COMPLIANT* *NOT APPLICABLE*

REMARKS:

- 15. WINDOWS*:** WINDOWS MUST BE IN GOOD REPAIR AND WEATHER TIGHT. GLAZING MUST BE FREE FROM CRACKS AND HOLES. WINDOWS MUST BE EASILY OPENABLE AND CAPABLE OF BEING HELD IN ANY RAISED POSITION WITHOUT ASSISTANCE. SCREENS FOR ANY WINDOW OR OUTSIDE OPENING REQUIRED FOR VENTILATION MUST BE INTACT. WINDOWS SIZE IS MEASURED TO ENSURE THE NORMAL OPENING AREA OF THE WINDOW IS LARGE ENOUGH FOR A PERSON TO CRAWL THROUGH IN AN EMERGENCY. THIS OPEN AREA MUST BE AT LEAST THE SIZE REQUIRED BY THE CODE WHEN THE WINDOWS WERE INSTALLED. IF YOUR HOME DOES NOT MEET THE REQUIREMENTS, AN ADVISORY NOTE IS NECESSARY ON THE INSPECTION FORM TO STATE A REASON.

SELECT ONE: *COMPLIANT* *NOT COMPLIANT* *NOT APPLICABLE*

REMARKS:

- 16. BASEMENT SLEEPING ROOM REQUIREMENTS*:** IF A BASEMENT ROOM IS TO BE USED FOR SLEEPING PURPOSES, IT MUST HAVE AN OPENABLE WINDOW WITH A CLEAR OPEN AREA OF 5.7 SQUARE FEET AND A SILL HEIGHT OF NOT MORE THAN 44 INCHES ABOVE THE FLOOR OR A DOOR IN THE ROOM OPENING DIRECTLY TO THE OUTSIDE OF THE STRUCTURE. IF THE WINDOW IS BELOW GRADE AND DOES NOT MEET THE 5.7 SQUARE FOOT CLEAR OPEN AREA, THE ROOM IS NOT CONSIDERED A LEGAL SLEEPING ROOM. IF YOUR HOME DOES NOT MEET THE REQUIREMENTS, AND THE SLEEPING ROOM WAS CONSTRUCTED BEFORE THE REQUIREMENTS WERE ENACTED, AN ADVISORY NOTE MUST BE PROVIDED ON THE INSPECTION FORM.

SELECT ONE: *COMPLIANT* *NOT COMPLIANT* *NOT APPLICABLE*

REMARKS: