



## **BASIC GUIDELINES FOR RENTAL PROPERTY INSPECTIONS**

The following is intended only to serve as general guidelines for the maintenance of rental properties within Delta Charter Township. Rental inspections may include, but are not limited to the following:

### Smoke Detectors

- One (1) smoke detector must be installed on every level of a dwelling, including basements
- One (1) smoke detector must be installed in each sleeping area and on the ceiling or wall outside each separate sleeping area in the immediate vicinity of bedrooms for properties built after 1974 (inside sleeping area or directly outside for properties built before 1974)
- One (1) smoke detector must be installed in every common hallway

### Doors

- Every interior and exterior door, door assemblies and hardware shall be maintained free of cracks, holes, peeling or flaking material and shall fit reasonably within its frame and shall be capable of being opened and closed
- Deadbolt locks at entrances to dwellings are required
- Locks which require keys, special knowledge or effort to open from the inside are prohibited
- All fire doors shall be properly maintained and self-latching

### Windows

- Every window shall be kept in sound condition, good repair and weather-tight
- All glazing materials shall be maintained free from cracks, breaks, and holes
- Every window shall be easily openable and capable of being held in position by window hardware
- Every bedroom and habitable space shall contain at least one (1) window of approved size for purposes of light, ventilation, and emergency egress

### Lighting

- Common hallways and stairways shall be lighted at all times
- Every toilet room, kitchen, bathroom, laundry room, boiler room, and furnace room shall contain at least one electric light fixture
- All other spaces shall be provided light sufficient to permit sanitary conditions and safe occupancy
- Egress lighting/ signs must function properly

### Exhaust and Ventilation

- Every bathroom shall contain a mechanical ventilation system or a window of required size
- Clothes dryer and bathroom exhaust must be vented to the outside of the structure
- Plastic material or flexible material over 8 ft. for dryer exhausts is prohibited.

### Interior surfaces, Walking Surfaces, and Stairs

- All interior surfaces including floors, floor coverings, walls, and ceilings shall be maintained in good, clean, and sanitary condition
- Every interior and exterior stair, ramp, landing, balcony, porch, deck or other walking surface shall be maintained sound, in good repair and be capable of supporting normally imposed loads
- Every stairwell containing four or more risers shall contain a handrail of proper height and length
- Flight of stairs over 30" require guardrails
- Every handrail and guard must be firmly fastened and capable of supporting normally imposed loads

- Fire sprinkler heads must not be painted over

#### Plumbing

- Every dwelling unit shall contain its own bathtub or shower, toilet, bathroom sink, and kitchen sink which shall be maintained in a sanitary condition and shall be capable of safely and effectively performing the function for which such plumbing fixtures are designed
- Every plumbing fixture must be connected to an approved public or private water system

#### Heating

- All dwellings shall be provided with safe and approved heating facilities capable of maintaining minimum room temperatures in all habitable rooms, bathrooms, and toilet rooms
- Appliances shall be maintained in good working order.

#### Electrical

- All dwelling units shall be served by a three-wire, 120/240 volt, single-phase electrical service having a rating of not less than 60 amperes
- Electrical systems, equipment, and wiring shall be properly installed, wired, and maintained in a safe and approved manner
- Every habitable space in a dwelling must contain at least two (2) separate and remote receptacle outlets
- Every laundry area shall contain at least one (1) grounded type receptacle or a receptacle with a ground fault circuit interrupter
- Every bathroom shall contain at least one receptacle
- Permanent use of extension cords are prohibited

#### Occupancy Limitation

- All habitable rooms shall not be less than seven (7) feet in any plan dimension
- Every bedroom occupied by one person shall contain at least 70 square feet of floor area, and every bedroom occupied by more than one person shall contain at least 50 square feet of floor area for each person thereof
- Kitchens and non-habitable spaces shall not be used for sleeping purposes
- No basement may be used for sleeping purposes unless light, ventilation, and egress standards are met

#### Rubbish Containers

- All rubbish shall be disposed of by placing such rubbish in approved, covered containers
- The owner of every occupied premises shall supply approved covered containers for rubbish
- The owner of the premises shall be responsible for ensuring the removal of rubbish

#### Junk, Vehicles and lawn parking

- The exterior premises shall remain free of junk, trash, rubbish, and garbage
- Vehicles which are not currently licensed or legally operable for roadway use are prohibited from being stored on the exterior premises
- Perking in front setback is prohibited (Enforced by Planning Department)

#### Exterior Structure

- All buildings shall contain address numbers plainly legible and visible from the roadway
- All exterior surfaces shall be maintained in good condition and be kept free of cracks, breaks, holes, or loose or rotting materials
- Exterior wood surfaces, other than decay-resistant woods, shall be protected from the elements and decay by painting or other protective covering or treatment
- Peeling, flaking, and chipped paint shall be eliminated and surfaces repainted
- All structural members shall be free from deterioration and shall be capable of supporting the imposed loads
- The roof and flashing shall be sound and not have defects which admit rain, dampness, or deterioration
- All accessory structures including garages, fences, and sheds shall be maintained structurally sound and in good repair
- Lawns must be mowed and maintained. Delta Parks Dept. enforces a Noxious Weeds ordinance.
- Sidewalks must be kept clear after heavy snow falls.
- Charcoal grills & LPG tanks over 2 ½ pounds are prohibited in multi-family dwellings

## RENTAL PROGRAM FREQUENTLY ASKED QUESTIONS

### **What are the fees?**

The fee schedule is as follows: \$205 per building and \$20 per unit paid every three years. Therefore, a single family unit is  $\$205 + \$20 = \$225$ . A duplex would be  $\$205 + \$20 + \$20 = \$245$ .

The fee includes up to two inspections. Properties in compliance upon the first inspection will receive a 10% refund.

### **What are the consequences of not registering and paying fees?**

Known rental properties that do not register and pay can be fined and tagged as unlawful to occupy.

### **A family member lives in the home, but is not paying rent. Do I need to register?**

No, at this time we are not requiring registration or inspection of dwellings occupied by family members. What constitutes a family is defined by zoning regulations. However, we require a disclaimer affidavit filed with a notation that the occupant is a family member.

### **Who do I contact for landlord/ tenant legal issues?**

You can contact MSU Rental Housing Clinic at 336-8088 or visit

[www.msulawclinics.org/rhc/PDF/tenantlandlord3.pdf](http://www.msulawclinics.org/rhc/PDF/tenantlandlord3.pdf) for advice and/ or assistance

### **Adult Foster Care Homes, Group Homes, or Parsonages are not included in the rental program.**

What happens if I miss an appointment?

A no-show fee will be charged when the property owner fails to notify the Building Department that they are unable to make a scheduled appointment. This applies to all rentals regardless if they are single or multi-family.

### **How much time do I have to make repairs if violations are found?**

Usually re-inspections are scheduled within a few weeks of the initial inspection. However, are subject to the seriousness of the issue and weather conditions. An extension request may be filed and approved by the Building Official if the correction period exceeds 60 days.

## Delta Charter Township Rental Registration Form

Please check: Renewal \_\_\_      New Registration \_\_\_

In accordance with Ordinance 06-28 adopted by the Township Board on September 5, 2006, all owners of rental properties located within Delta Township are required to be registered and inspected. Please complete all applicable information and return it to the Delta Township Building Department at 7710 W. Saginaw Highway, Lansing MI 48917.

**A. Owner(s)**

Names(s): \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Phone Number: (Day) \_\_\_\_\_ (Evening): \_\_\_\_\_

E-Mail: \_\_\_\_\_ Fax Number: \_\_\_\_\_

- Check here if e-mail is your preferred method of communication for inspection notices/ violations, etc.

**B. Local Agent:**

Name(s): \_\_\_\_\_

Company: \_\_\_\_\_

Phone Number(s): \_\_\_\_\_ Fax Number: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

- Check here if e-mail is your preferred method of communication for inspection notices/ violations, etc.

**C. Property Information:**

For each rental building owned, please provide the property address and the number of dwelling units in the building. Use back side of paper if necessary.

Building Address

No. of Units in Building

<u>Building Address</u>	<u>No. of Units in Building</u>
_____	_____
_____	_____
_____	_____

**Applicant Affidavit:**

I, the undersigned, do hereby attest to the truth and accuracy of the information contained in this application and understand that falsification of this application may result in application denial.

I, the undersigned, do hereby grant Delta Charter Township permission to conduct any and all inspections required and affirm that all tenants of the subject property will be informed and required and scheduled inspections.

Furthermore, I, the undersigned, do hereby state that all leases of residential property of which I am a party to and which are subject to Delta Township Ordinance, hereafter executed shall contain a provision requiring the tenant to consent to inspection upon notice.

I, the undersigned, do hereby attest to the foregoing and do hereby voluntarily affix my signature hereto:

Signature of Owner/Agent: \_\_\_\_\_ Date: \_\_\_\_\_