

# Property Enhancement Support Documents

Below you will find four support documents that will be part of the implementation of the rental inspection portion of the City's **Property Enhancement** program.

These are not final, but are second drafts - they will be refined pending council action on the related ordinances.

## **Rental Property Registration**

First is the Rental Property Registration form. This is an online form (folks will come in to register and we'll fill out the online form or they can register online) saved in a database. It's an expansion of our current Building database with additional fields to manage rental registration.

Each property will have an owner and may have an owner's agent - we will keep full contact information on the owners and agents in another database table (which is currently operational and in use).

This online form will also allow for the geo-coding of the property, and a place to keep track of notes (such as a landlord's plan and progress to add a second egress, etc.).

## **Rental Property Inspection**

The next few pages shows you an online rental inspection form. This is what the Fire Department inspectors will use in the field to inspect a rental property and its constituent dwelling units.

## **Special Exception Variance Form**



This form is used for existing non-conforming rental properties to apply for a special exception or transferable special exception.

A special exception allows a property to follow the R-3 zoning district guidelines, even if it is in an R-1 or R-2 district. This is not transferable when the property is sold. When sold, the property will be governed by its actual zoning district.

The transferable special exception is for properties that were already non-conforming when our current zoning districts were established in May, 1982. A transferrable special exception can transfer with a change in property ownership. It's estimated that there are only a few properties in town that will qualify for this exception.

## **Landlord/Tenant Checklist**

This is a form the landlord and tenant can sign off on as part of the lease process. It provides proof for the landlord that a tenant is provided with a safe and sanitary dwelling unit, and can be used to verify landlord compliance prior to a tenant moving in.

<b>* Street Address :</b>	<input type="text"/>
<b>* City :</b>	<input type="text"/>
<b>* State :</b>	<input type="text"/>
<b>* Zip :</b>	<input type="text"/>
<b>Owner :</b>	<input type="text" value="Unknown"/>
<b>Agent :</b>	<input type="text" value="None"/>
<b>Property ID :</b>	<input type="text"/>
<b>Flickr Photoset :</b>	<input type="text"/>
<b>Ward :</b>	<input type="text" value="Unknown"/>
<b>Zoning District :</b>	<input type="text" value="B-1"/>
<b>Primary Use :</b>	<input type="text" value="Unknown"/>
<b>Approx. Date Built :</b>	<input type="text"/>
<b>Mortgage Holders :</b>	<input type="text"/>
<b>Number of Rental Units :</b>	<input type="text"/>
<b>Approx Unit Sq. Footage :</b>	<input type="text"/>
<b>* Date Entered :</b>	<input type="text"/> 
<b>Date of Last Update :</b>	<input type="text"/> 
<b>Current Registration Year :</b>	<input type="text" value="2012"/>
<b>Fee Paid for Current Year :</b>	<input type="text" value="\$0 (open)"/>
<b>Notes :</b>	<input type="text"/>

## Exterior

### Property

**Weeds:**

Weeds over 12 inches?

**Exterior Infestation:**

Exterior insect and rodent infestation?

**Vehicles:**

Inoperative or unlicensed vehicles stored outside?

**Parking:**

Proper number of off street parking spaces?

**Defacement:**

Property defacement, carving or graffiti?

**Fences:**

If applicable, are fences code compliant?

### Exterior Structure

**Windows and Doors:**

Windows and doors weather resistant?

**Surface Decay:**

Surfaces free of decay?

**Address Numbers:**

Clearly posted address numbers?

**Foundation:**

Foundation free major of cracks and breaks and structurally sound?

**Roof:**

Roof weather resistant?

**Exterior Walls:**

Walls free of holes, breaks and loose or rotting materials?

**Other Structure:**

Are overhangs, porches, decks (etc.) code compliant and in safe condition?

**Windows:**

Windows easily operable with proper hardware?

**Locks:**

Exterior windows and doors have locking mechanisms?

### Rubbish and Garbage

**Free of Rubbish:**

Exterior areas free of excess rubbish and garbage?

## Dwelling Units

### Interior Structure

**Walls:**    
Heavily damaged or compromised walls?

**Floors:**    
In sound repair and in good condition?

**Handrails:**    
All firmly fastened?

**Doors:**    
Working door hardware?

**Units Not in Compliance:**    
Which dwelling units are affected?

### Light

**Habitable Spaces:**    
Window facing outside or adjacent room light?

**Common Hallways:**    
Lit at all times?

### Ventilation

**Operational Windows:**    
Does every habitable space have at least one window that can open?

**Bathroom Ventilation:**    
Properly ventilated?

**Dryer Exhaust:**    
Independant of other exhaust systems?

**Units Not in Compliance:**    
Which dwelling units are affected?

### Plumbing

**Proper Fixtures:**    
Does each dwelling unit contain own bathtub/shower, lavatory, stool and kitchen sink?

**Kitchen Sink:**    
Is the kitchen sink used as a substitute for a lavatory?

**Water System:**    
Is the plumbing attached to a public or approved private water system?

**Hot Water:**    
Do all sinks, etc. have hot and cold running water?

**Units Not in Compliance:**    
Which dwelling units are affected?

## Mechanical and Electrical

**Heating:**

Does each unit have heating facilities?

**Fuel Burning Appliances:**

Are they hooked to a chimney or vent?

**Electric Service:**

Do units have 120/240 volt single phase electrical services of not less than 60 amps?

**Outlets:**

Does each room have at least two outlets?

**Units Not in Compliance:**

Which dwelling units are affected?

## Fire Safety

**Exit Path:**

Is there a safe and continuous path from any point in building to exit?

**Emergency Escape Openings:**

Can emergency escape openings be opened without keys or special tools?

**Smoke Alarms:**

Are smoke alarms properly installed?

**Carbon Monoxide Detectors:**

Are carbon monoxide detectors properly installed?

**Upper Floor Exits:**

Do floors 3 and above have at least two exits?

**Units Not in Compliance:**

Which dwelling units are affected?

## Occupancy

**Minimum Area Requirements:**

Does the unit comply with IPMC table 404.5 for area requirements?

**Prohibited Occupancy:**

Is the kitchen or non-habitable space being used for sleeping?

**Food Preparation:**

Is there suitable space and equipment for food preparation and storage?

**Attic Sleeping:**

If sleeping quarters are in attic, are means of egress code compliant?

**Basement Sleeping:**

If sleeping quarters are in basement, are means of egress code compliant?

**Units Not in Compliance:**

Which dwelling units are affected?



# APPLICATION FOR SPECIAL EXEMPTION / TRANSFERABLE SPECIAL EXEMPTION

Property Owner: \_\_\_\_\_ Phone: \_\_\_\_\_

Property Owner Address: \_\_\_\_\_

Street Address

City

State

Zip Code

Address of Rental Property: \_\_\_\_\_

Zoning District of Rental Property: \_\_\_\_\_ # of Units in Rental: \_\_\_\_\_

This application requests the following:

Special Exemption

If applying for a special exemption, please check box below.

Transferable Special Exemption

If applying for a transferable special exemption, please fill out information below.

I understand and acknowledge that by applying for a Special Exemption, the rental property must conform to the requirements of the zoning district that would allow for the number of units in your rental.

Did you ever apply for a variance and present your request to the Zoning Board of Appeals? If so, when did the meeting take place? \_\_\_\_\_

Estimated date of conversion of non-conforming rental property: \_\_\_\_\_

Please list documentation to support the estimated date of conversion: \_\_\_\_\_

(If additional space is required, please attach a separate sheet)

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Zoning

\_\_\_\_\_  
Date application received



**Landlord / Tenant Checklist**

- \_\_\_ Overall unit is in good repair, safe and sanitary
- \_\_\_ Interior walls are free of holes and deterioration
- \_\_\_ Room ceilings are free of holes, deterioration and major water damage
- \_\_\_ Heating system is operational
- \_\_\_ Sinks all have hot and cold running water
- \_\_\_ Shower/baths all have hot and cold running water
- \_\_\_ Approved trash receptacles are present and sanitary
- \_\_\_ Outlet covers are present on all outlets
- \_\_\_ Smoke detectors are in place and operational (with batteries)
- \_\_\_ Carbon Monoxide detectors are in place and operational (with batteries)
- \_\_\_ No blockage of exits and emergency escapes

Have appliances been provided? \_\_\_\_\_

Are appliances all in working order and in good repair? \_\_\_\_\_

\_\_\_\_\_  
Landlord Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Tenant Signature

\_\_\_\_\_  
Date