



933 TERRACE ST.

STE. 204

MUSKEGON, MI 49440

231-724-6766

This is not an all-inclusive list of defects we inspect for. It is a list of the more common things we inspect for and find in rental homes.

To review Chapter 10, Article VI Property Maintenance Code and Subdivision III Rental Property, you may visit the City website and look for City Ordinance in the documents section:

www.muskegon-mi.gov/documents/

Rental Registration Forms can also be found on the City of Muskegon website by looking under "QUICK LINKS" at the top of the home page.

www.muskegon-mi.gov

EXTERIOR CONDITIONS:

- Condition of paint (i.e. no peeling, flaking, bare untreated wood, etc.), siding, roof, fascia, soffit, foundation, or chimney on exterior of home, garage, shed, fence, etc.
- Home must have house numbers or they are too small. Numbers/letters must contrast with their background and be plainly legible from the street fronting the property.
- Watch for holes in walls and foundation that allow rodents or vermin entrance to home.
- Condition of stairs or decks and the ability of these to support their intended loads, properly treated (painted, carpet, etc.) and that there are guardrails where they are more than 30 inches above the average grade and kept in good repair.

City of Muskegon

RENTAL DEPT. SERVICES

RENTAL INSPECTION CHECKLIST

(Inspections required every 4 years)

Notes:

1. All rental (non-owner occupied) properties **must be registered** with the SAFEbuilt Rental Dept. with the appropriate annual fee being paid.
2. All fees owed for the property (taxes, rental registration fees, invoices, water/sewer billings, etc.) must be paid prior to a Certificate of Compliance being issued.
3. An inspection by a licensed contractor must be submitted for heating units (furnace), water heaters, electrical, etc. to certify that they are properly installed, code compliant, and safe. The safety inspection requirements and a form for your contractor are located on the City website.
4. Permits may be required for repairs, modifications, alterations, etc (i.e. drywall, electrical, plumbing, etc.). Please contact SAFEbuilt Building Dept. at (231) 724-6715 to see if you need a permit prior to starting the work.

Common inspection items listed inside brochure.

FIRE SAFETY:

- Not enough smoke detectors or improperly placed. They are to be located in each bedroom with one detector located at each floor in the vicinity of the bedroom of the dwelling.
- New smoke detectors must either be hard-wired or use a 10-year lithium battery.
- Check for improper storage of combustibles located in the home.
- Improperly located sleeping areas, such as in a basement or attic without proper egress.
- Proof of a minimum of \$10,000 in dwelling fire insurance must be provided at time of registration.

ELECTRICAL:

- Ground fault interrupt outlets/protection needed in a bathroom, kitchens or within 6' of sinks and tubs.
- Check that electrical devices are functioning as intended and in good condition. This includes light fixtures, range hood fans & lights, lights with missing globes, bathroom ventilation fans (if provided), grounded outlets, etc.
- Check for access to electrical panel and in the case of an older fuse panel; be sure it has S-type fuses installed.
- Check for extension cords on appliances and being used as a permanent wiring run.

PLUMBING:

- Temperature / Pressure relief valve from water heater is extended to within 6" of the floor and has proper piping.
- All fuel fired heating devices are properly vented and have proper clearances (i.e. furnace, water heaters).
- Plumbing fixtures are not loose, leaking or improperly installed.
- Areas around tubs and sink are properly caulked.
- Sump Pump has a check valve on sewer discharge line.

WINDOWS:

- All windows manufactured to be operable, do indeed function and are not stuck or painted shut.
- All grade level operable windows must be lockable with standard locking hardware.
- All operable windows must have insect screens from May through October. Screens shall fit the full opening or must be sealed half-screen or self-storing storm and screen. Portable expanding screens shall not be deemed to comply.
- Check for broken glass in windows or doors. Any non-required window that is boarded up must be of exterior grade material and blend with the home (painted or similar material).

DOORS (EXTERIOR, INTERIOR, AND CLOSET):

- Verify that all doors work as intended and easily open and close with proper locking devices where needed. Double-keyed deadbolts, hasps, and padlocks are prohibited.
- Check doors for holes in them, loose hinges etc.

INTERIOR CONDITIONS:

- Verify existence of a handrail on any staircase to a second floor or basement. Handrails shall be 30 to 38 inches above the nose of the tread and installed on the open side of the steps.
- Check interior surfaces for peeling or cracked paint or drywall. Also check for holes in walls, ceilings, or flooring.
- Check for any large accumulation of rubbish or garbage inside the home which could lead to vermin infestation or other health or safety concerns.
- Kitchen cupboards and countertops and bathroom vanities are complete and of a cleanable surface.
- Watch for trip hazards such as bunched carpet or badly cracked flooring.
- Check for loose or missing furnace ducting.