



City of Oskaloosa
City Council Study Session
Oskaloosa Public Library
301 S. Market Street
Oskaloosa, IA 52577
Agenda
September 13, 2016
5:00 p.m.

**1. Discussion Of The Draft Rental Housing Inspection Program
Administrative Policy And Appendices.**

Documents:

[20160913_STUDY SESSION RENTAL INSPECTION PROGRAM.DOCX](#)
[20160913_RENTAL INSPECTION ADMIN POLICY DISCUSSION.PDF](#)
[RENTAL INSPECTION ADMINISTRATIVE POLICY WITH APPENDICES.PDF](#)

2. Adjourn

If you require special accommodations, please contact the City Manager's Office at least 24 hours prior to the meeting at (641) 673-9431.



City Council Communication

Meeting Date: September 13, 2016

Requested By: City Manager's Office

Item Title:

Discussion of the draft Rental Housing Inspection Program Administrative Policy and Appendices.

Explanation:

Over the past two months, city council has held two study sessions (July 25 and August 23) to specifically discuss and consider implementing a Rental Housing Inspection Program. In those meetings, city council and the public provided input to city staff on refining the proposed program. At the September 6, 2016 Regular City Council Meeting, the City Manager presented a set of Frequently Asked Questions (FAQs) about the program and a proposed timeline for implementation. At that meeting, city council agreed to hold another study session to discuss the specifics in the draft Rental Housing Inspection Program Administrative Policy.

The information included with this item provides details on how the program could be implemented and a set of policy questions for council to consider.

Budget Consideration:

None at this time as this is a study session item, however discussions by the city council could lead to items that carry financial implications to the city (e.g. revenue and expenses associated with implementing a rental inspection program).

Attachments:

Rental Inspection Presentation
Rental Inspection Program Administrative Policy

City of Oskaloosa

Rental Inspection Program Administrative Policy and Appendices

Study Session
September 13, 2016

Draft Administrative Policy

- Outlines the administrative guidelines to implement and organize the program.
- Proposed to be referenced by new enabling language in Oskaloosa Municipal Code Title 15.
- Proposed to be approved by city council.

Definitions

- Definitions
 - Dwelling Unit
 - Rental Property
 - Rental Unit
 - Rent
 - Owner
 - Owner's Representative
 - Inspector
 - Major Violation
 - Tenant
 - No Show
- Policy Questions:
 - Are the proposed exempted property categories sufficient?
 - Should we include owner-occupied mobile homes that are placed on rented ground?
 - Should we include contract purchases under this program?

Registration

- Annual registration due by July 31st
- Owners certify compliance with checklist
 - See Appendix B
- 30 days to register new, converted, or transferred properties
- Registration Fees
 - \$60 per building + \$15 per unit
 - \$100,000 projected program fees
 - Fees due at the time of registration.
 - After September 1, penalty of \$50 / day / property

Registration

- Policy Questions
 - Is implementation and registration beginning on July 1, 2017 with a one-month registration period an acceptable timeline?
 - Should the program to be financially self-sufficient, subsidized by property taxes, or subsidized by some other revenue source?
 - Should a financial incentive – applied toward registration fees – be granted for landlords?

Inspection Schedule

- All properties inspected once every 3 years
- New registrations inspected within 6 months
- Systematic approach to scheduling
- 14-day notice to property owners
- Owner or owner's representative must be present
- Rescheduling 2 days before scheduled inspection

Inspections

- Inspections conducted in-person by the rental inspector.
 - Assistance from Building Official as needed
 - Reports to Development Services Director
- Must pass Rental Housing Inspection Checklist
 - See Appendices A and C

Inspection Checklist and Form

- Inspection Checklist (Appendix A)
 - Created for ease-of-use by landlords
- Inspection Form (Appendix C)
 - Uses the same language as checklist
 - References specific codes for clarification
 - Signed copy given to landlord or representative

Inspection Checklist Items

- Administrative Compliance
- Exterior Areas/Structure
- Interior Areas/Structure
- Plumbing
- Electrical/Mechanical
- Fire Safety Requirements

Inspection Checklist Items

- Policy Questions
 - Should lead base paint be included in the inspection?
 - Should we require rentals to upgrade to 100-amp electrical service?

Violations

- Major violations
 - Immediate threats to life and/or safety
 - Require 48-hour re-inspections
- All other violations
 - Require a 60-day re-inspection
- Non-compliance may result in municipal infraction and/or revocation of Certificate of Occupancy.

Re-Inspections and No Shows

- First re-inspection requires no additional fee
- Re-scheduling allowed 2 business days prior to scheduled re-inspection
- All additional inspections assessed a \$25 fee
- “No Shows” assessed a \$25 fee

Complaints

- Only current tenants can file complaints
 - See Appendix D
- Required to first contact landlord at least 14 days prior to filing complaint
- Inspection conducted within 10 business days
- Major violations inspected within 48 hours
- Complaints resulting in an inspection require a \$25 fee.

Appeals

- Building Code Board of Appeals to hear disputes regarding violations
- Landlords can file an appeal form within 60 days of the initial inspection
 - See Appendix E
- Hearing within 30 days of filed appeal
- Ruling within 10 days of hearing

Appeals

- Policy Question
 - Is the Building Code Board of Appeals the appropriate appeals board for the program?
 - Should the Building Code Board of Appeals play an advisory role in the program?
 - Does this create any need to re-assess the size / make-up of the Board of Appeals?
 - Should the program provide a process for appealing a ruling by the Building Code Board of Appeals to city council?

Annual Training

- Staff to provide three separate training sessions for landlords.
- Topics to include:
 - Process
 - Checklist
 - Violations
 - Landlord and tenant resources
- Policy Question
 - Should landlords receive an incentive to participate in the training?

Proposed Timeline

- September 2016
 - Council Study Session Discussion:
 - Review Rental Housing Inspection Program Administrative Policy details; and
 - Address remaining policy questions.
- October 2016
 - Council Study Session Discussion:
 - Review proposed code changes.
 - Council Action Item:
 - Set public hearing for proposed code changes.
- November 2016
 - Council Action Items:
 - 1st reading of code changes;
 - Approval of Administrative Policy and adding the Rental Inspector position; and
 - 2nd reading of code changes.
 - Discussion with Building Code Board of Appeals on new responsibilities.
 - Potentially post new Building Code Board of Appeals openings.

Proposed Timeline

- December 2016
 - Council Action Items:
 - 3rd and final reading/approval of code changes.
- January 2017
 - Advertise and hire rental housing inspector.
- February – March 2017
 - Training for new rental housing inspector.
 - Ensure forms, databases, and processes are in place.
 - Hold discussion/training sessions with Building Code Board of Appeals.
- April – June 2017
 - Hold informational training sessions for landlords.
 - Begin taking FY18 rental housing registrations.
- July 2017
 - Registration required by July 31st.
 - Inspections begin.



**Rental Housing Inspection Program
Administrative Policy**

The City of Oskaloosa has established a Rental Housing Inspection Program on ____ day of _____ 2017 for the purpose of providing safe and sanitary housing conditions for the residents of Oskaloosa by establishing minimum standards and ongoing inspections for all rental housing units in Oskaloosa registered properties will be inspected on a regular basis. At this time the program includes a once every three-year inspection of all rental units by the city.

The authorization to carry out this program are set out in the Oskaloosa Municipal Code, Title 15, Chapter _____, which authorizes inspections of rental properties in order to enforce regulations set forth in Oskaloosa Municipal Code, Chapters 8, 15, and 17.

This policy outlines the administrative guidelines to implement and organize the program.

The Rental Housing Inspection Program is administered by the City of Oskaloosa Development Services Department with direction from the Development Services Director.

DEFINITIONS

The following general definitions are used throughout this administrative policy:

1. DWELLING UNIT: One or more rooms, designed, occupied or intended for occupancy as a separate living quarter, with cooking, sleeping, and sanitary facilities provided within the dwelling unit for the exclusive use of a single family maintaining a household, in accordance with Oskaloosa Municipal Code Section 17.04.030.
2. RENTAL PROPERTY: Any structure that includes a dwelling unit that is being held out or offered for rent or is currently being let for rent and/or occupied by any person who is not the owner of the premises, except that the following properties shall not be regarded as rental properties:
 - a. Dwellings owned by the local, state, or federal governments.
 - b. Hotels, as defined by Chapter 137 of the Iowa Code.
 - c. Dormitory rooms of higher education institutions.
 - d. Nursing homes or medical care facilities.
3. RENTAL UNIT: One dwelling unit within a rental property. If a common area and facilities are provided in a dwelling for the use of the occupants of units therein, such common area and facilities shall constitute a part of each rental unit for the purpose of inspection and compliance with this rental housing inspection program.
4. RENT: Any form of payment, including but not limited to cash, services, or other valuable considerations, provided as a condition of occupying a dwelling not owned by the occupant.
5. OWNER (Landlord): Person(s) listed as the deed holder as recorded at the Mahaska County Assessor’s Office.
6. OWNER’S REPRESENTATIVE (Property Manager): A person who is appointed by a rental property owner to provide access to a City Inspector to the owner’s rental property. The representative must have keys for all portions of the rental property, must be authorized to act on behalf of the

owner concerning compliance with the requirements of the Rental Housing Inspection Program, and must be at least 18 years of age.

7. INSPECTOR: The City of Oskaloosa Building Official or his/her designee charged with conducting the inspections of rental properties and units for this program.
8. MAJOR VIOLATION: A violation of the rental housing code that if left as is would constitute an immediate threat to the life and/or safety of those living in the home (Examples could include: lack of or damaged water heater, boiler, or furnace flue; smoke detectors which are missing, inoperable, or are improperly placed; storage of flammable liquids in a dwelling; electrical cords, wiring, or equipment that has begun to fail due to being overloaded or damaged).
9. TENANT: Person(s) or family occupying a dwelling unit for rent. According to Oskaloosa Municipal Code Section 17.04.030, not more than one family or four unrelated persons may occupy a dwelling unit.
10. NO SHOW: When the owner of the structure or any other responsible adult designated by the owner do not attend the scheduled inspection.

REGISTRATION OF RENTAL PROPERTIES

All rental units in the City of Oskaloosa shall be registered on an annual basis as outlined in Chapter _____ of the Oskaloosa Municipal Code. Annual registration shall be required so as to be able to provide and ensure that the City has the most current contact and ownership information. At registration, the owner or owner's representative shall be required to attest that the rental unit(s) meets building regulations identified in Oskaloosa Municipal Code, Chapters 8, 15, and 17, as summarized in Appendix A: Rental Housing Inspection Checklist. Additionally, by filing a registration form with the City, the owner is granting its consent to an inspection of the rental property by the City for the purpose of determining compliance with this Rental Housing Inspection Program.

Registration of new and/or converted property or properties which changes ownership shall be completed within thirty (30) days of such activity. Registration forms (Attached to this policy as Appendix B: Rental Housing Registration Form) shall be provided and records maintained by the City of Oskaloosa Development Services Department.

The property owner shall be responsible for renewal rental registration by July 31st annually, at which time the registration fee is due. Properties not registered by July 31st shall be considered non-complaint with this Rental Housing Inspection Program and may be subject to penalties described in the Violations section below.

In addition, Development Services Department staff will monitor utility billing signups for rental units or properties and compare their known rental units and/or properties with those records in the Rental Housing Inspector's office to ensure that accurate records are maintained in both areas. The owners of rental units and /or properties that are determined to be unregistered shall be contacted by certified letter, which will provide them with a registration form. Property owners will have thirty (30) calendar days to register their rental property, failure to do so shall be considered non-complaint with this Rental Housing Inspection Program and may be subject to penalties described in the Violations section below.

A fee of \$60 per rental property per year with an additional fee of \$15 per rental unit within the same rental property per year shall be paid by the owner or owner's representative at the time of registration. Failure to pay the rental registration fee by September 1st shall result in a \$50.00 penalty per day per

rental property. The City of Oskaloosa shall send a past due notice and reminder to the property owner by September 1st by certified mail for any rental units or property(s) that are not yet paid by that date providing notice that they are past due and payment must be received by October 15th or they will be considered non-complaint to this rental inspection program. A non-compliant property may have its Certificate of Occupancy revoked and/or the owner may be prosecuted for municipal infractions, as described in Oskaloosa Municipal Code, Chapter _____ and in the Violations section below. A receipt of registration will be provided to the property owner or owner's representative at the time of registration.

TRANSFER OF OWNERSHIP

Rental property that is transferred from one owner to a different owner shall have thirty (30) calendar days in which to re-register the rental units or property(s) under the new owner's name. No refunds shall be given to property owners for a partial year's registration. Additionally, provided that the new owner registers the rental units in their name within thirty (30) calendar days of the transfer of ownership they shall not be required to pay a second registration fee.

RENTAL UNITS OUT OF SERVICE

Should an owner desire to take his/her rental unit or property out of service for a minimum of sixty (60) days they may file with the City a written notice of the rental unit or property being taken out of service. While the unit is taken out of service they shall not rent or allow anyone to live within the rental unit or property until such time as the unit is re-registered with the City of Oskaloosa.

Once the rental unit or property is registered with the City the owner shall pay a new rental registration fee and the property shall be inspected within sixty (60) calendar days of being re-registered

INSPECTION SCHEDULE

All rental properties shall be inspected at least once every three (3) years. Inspection scheduling shall be provided by the Rental Housing Inspection office or designee, including follow up inspections.

Newly registered rental properties shall be inspected within six (6) months of the property being registered with the City. Subsequent inspection shall be in accordance with the standard scheduling process outlined previously.

As this Rental Inspection Program begins implementation in 2017, it will take significant time to work through the initial inspection of all rental properties in Oskaloosa. Likely, it will take substantially more time than the six (6) months after registration stated above. In order to provide a systematic method, staff shall create a consistent approach to select properties for inspection. As staff workloads fluctuate and as scheduling practicalities are better understood, the approach to selecting properties may be revised. A proposed initial approach is as follows:

1. Those properties whose address is on a lettered avenue.
2. Those properties whose address is on a numbered avenue.
3. Those properties whose address is on a numbered street.
4. Those properties whose address is on a numbered avenue.
5. Those properties whose address is on named streets in alphabetical order will be the last to be inspected (I.E. Arbor Trace, Clearview, Crestview, etc.).

The inspector shall schedule inspections at least fourteen (14) business days in advance of the inspection. Notice of the inspection shall be sent to the registered owner and owner's representative (if provided during registration) as indicated on the rental inspection registration form for that year at least fourteen (14) calendar days in advance of the inspection, as defined by the postmark date on the mailing. In addition, the owner or owner's representative may elect to have electronic notification sent to their email address by providing the City with their email address at the time of registration. The inspector will not perform an inspection if the tenant has not been notified of the inspection by the owner or owner's representative, if the owner or owner's representative does not show up for the inspection, or if the owner's representative is not at least 18 years of age.

It is the responsibility of the OWNER or OWNER'S REPRESENTATIVE to notify the City of Oskaloosa if the inspection time and date does not work for them. Notice of a need to change the inspection by the owner or owner's representative shall be provided at least two (2) business days (excluding weekends and holidays) in advance of the inspection time or the City shall continue the inspection process and the OWNER or shall be responsible for any late or no-show fees as outlined Violations section below.

Properties will **NOT** be inspected as a part of a contingency for a real estate sales transaction. The City shall not be responsible for late or misdirected notifications, either by US Mail or by email.

The "Inspection Notice" shall consist of the following items:

- Letter stating the following minimum items:
 - Date and Time of the inspection;
 - Address of property to be inspected including number of unit(s) to be inspected; and
 - Notice that if the time and date of the inspection does not work for the owner or owner's representative that it is the owner's or owner representative's responsibility to reschedule the inspection at least two (2) business days in advance of the inspection date and time.
- Copy of the Rental Inspection Checklist (Appendix A) and the Rental Inspection Form (Appendix C).

Follow up inspections, as required, shall be scheduled at the time of the initial inspection by the inspector. The Rental Housing Inspection Office shall keep records of properties requiring re-inspection.

INSPECTIONS

The inspector shall conduct the inspection in-person and shall visually inspect all exterior and interior spaces of the rental property. The inspector shall inspect all sides of the exterior structure and the grounds of the property. The inspector shall inspect every room in the rental property. The inspection shall be focused on building regulations identified in Oskaloosa Municipal Code, Chapters 8, 15, and 17, as summarized in Appendix A: Rental Housing Inspection Checklist. A rental property is considered to have "passed" the inspection once the inspector completes an inspection, finds no violations of Oskaloosa Municipal Code, and signs the Rental Housing Inspection Form. The completed and signed Rental Housing Inspection Form will remain on file in the Development Services Department. A copy of the completed form may be provided to the property owner or owner's representative, if requested.

It is the Inspector's responsibility to determine if a particular violation constitutes a major violation. If a major violation – summarized, but not limited to, the list below – is found, a mandatory re-inspection is

required within forty-eight (48) hours. If a major violation is identified, the inspector may deem the rental property or rental unit uninhabitable until corrections are made and a re-inspection has been completed.

MAJOR VIOLATIONS WHICH REQUIRE A MANDATORY 48-HOUR REINSPECTION

1. Smoke detectors and carbon monoxide detectors (if applicable) that are missing, inoperable, or are improperly placed.
2. Storage of flammable liquids in a dwelling.
3. Fuel fired equipment with missing or inoperable flues.
4. Electrical cords or wiring that shows signs of failure.
5. Inoperable heating system during winter months, generally considered between November and March.
6. Other life safety issues or items as determined by the designated city inspector.

If the above items are not corrected prior to of re-inspection, the property shall be considered non-complaint with this Rental Housing Inspection Program and may be subject to penalties described in the Violations section below. In accordance with Oskaloosa Municipal Code Section 15.04.110, immediate vacation of the property may be required.

VIOLATIONS WHICH REQUIRE A SIXTY (60) DAY REINSPECTION

All other violations shall be corrected within sixty (60) calendar days. If the violations are not corrected prior to re-inspection, shall be considered non-complaint with this Rental Housing Inspection Program and may be subject to penalties described in the Violations section below. This may include the revocation of the Certificate of Occupancy and the immediate vacation of the rental property and/or rental units.

RE-INSPECTIONS AND NO SHOWS

The initial inspection following registration of all rental properties shall be conducted as part of the registration fee with no additional costs. The inspection required every three years is considered an initial inspection. For properties found with a violation(s) during the initial inspection, the **first** re-inspection also shall be conducted at no cost. The property owner shall be assessed a \$25 fee for each subsequent re-inspection.

The designated inspector shall meet the owner or the owner's representative at the scheduled date, time, and location. The property owner shall be assessed a \$25 "No Show" fee for each time the owner or owner's representative fails to be at a scheduled inspection.

Consideration will be given to property owners who contact the City of Oskaloosa Development Services Department a minimum of two (2) business days **prior to the date of the inspection** to reschedule a rental inspection due to an inability to get a contractor onsite to correct the violations. **This shall not apply to violations which require a forty-eight (48) hour follow up inspection.** If a rental inspection is rescheduled more than once, a \$25 "No Show" fee will be assessed to the property owner for each rescheduling.

The inspector will not perform an inspection if the tenant has not been notified of the inspection, if the owner or owner's representative does not show up for the inspection, or if the owner's representative is

not at least 18 years of age. In each of these cases, a \$25 “No Show” fee will be assessed to the property owner.

COMPLAINTS

Only current tenants of a rental property or unit(s) may file complaints of violation regarding a rental housing property. Complaints shall be made in writing or verbally with assistance from a designated City of Oskaloosa Inspector(s) using the Rental Housing Complaint Form (Appendix D). Inspections based on a complaint will not be conducted if the Rental Property Complaint Form is not completed.

At the time the complaint is made, city staff will ask the tenant for any other type of documentation s/he may have – for example any pictures or letters they may have sent to the landlord. The tenant shall be required to certify that s/he has registered a complaint with the owner or owner’s representative at least fourteen (14) days prior to filing the complaint with the city, unless the complaint is regarding a major violation. The tenant will be advised that the landlord will be notified regarding the complaint and a determination will be made on the validity and severity of the complaint and if an inspection is warranted. City staff will contact the owner or owner’s representative by phone within two (2) business days if a complaint falls under the purview of this Rental Housing Inspection Program.

If a complaint is within the purview of this program, city staff will conduct an inspection within ten (10) business days of the complaint. If violations exist at the time of the inspection, the inspector will document utilizing the same procedures as if a non-complaint inspection was performed. The tenant will be contacted by phone regarding the outcome of the inspection. The inspection form shall be made available to the tenant upon request.

Complaints regarding major violations, which would require a mandatory forty-eight (48) hour re-inspection during a normal rental inspection, will require that an inspection be scheduled within forty-eight (48) hours of receipt of the complaint, excluding weekends or holidays.

If the complaint is regarding an item not covered by the Rental Housing Inspection Program, the tenant shall be informed of such and no further action shall be taken.

The City of Oskaloosa Development Services Department shall maintain the record of each complaint and the outcome of the complaint as a part of the rental program.

Any complaint that requires an onsite inspection shall have an associated \$25 re-inspection fee. If the complaint is found to have merit and violations are found in the rental property, the property owner will be responsible for paying the fee. If the complaint is found to have no merit and violations are not found in the rental property, the tenant filing the complaint will be responsible for paying the re-inspection fee.

APPEALS

The Building Code Board of Appeals, as defined in Oskaloosa Municipal Code, Chapter 15, serves as the appeals board for disputes regarding notices of violations issued during a rental inspection, in accordance with Oskaloosa Municipal Code section 15.04.150.

An owner or owner's representative of a property who wish to make an appeal regarding a notice of violation of their rental property or unit(s) shall complete an appeal form provided by the City of Oskaloosa (Appendix E). This appeal must be filed with the Rental Housing Inspection Office within sixty (60) days of the initial inspection. The Building Code Board of Appeals shall then schedule a hearing within thirty (30) days of receiving the appeal. City staff shall compile information related to the inspection and identified violation. At the Building Code Board of Appeals hearing, City staff shall present evidence of the violation and the rental property owner will be provided an opportunity to state his/her perspective on the need to reconsider the inspector's decision. The Building Code Board of Appeals shall provide a ruling within ten (10) after the hearing. If the owner is not satisfied with the ruling, the owner may file a request with the city manager's office for a public hearing with the Oskaloosa City Council. This request must be filed within ten (10) days following the Building Code Board of Appeals ruling. At the next regularly scheduled meeting, the City Council shall schedule a public hearing and provide a ruling.

VIOLATIONS

Rental properties and/or rental units that fail to comply with the rental housing inspection program, shall be referred to the City Building Official and Attorney for prosecution as a municipal infraction. Failure to comply with this program, including but not limited to failure to register a property, may result in the revocation of a Certificate of Occupancy.

ANNUAL TRAINING PROGRAM

As a part of the annual rental registration process, the City of Oskaloosa Development Services Department shall provide for a minimum of three separate Rental Housing Inspection training sessions. This training sessions will provide property owners with information about the program including, but not limited to, common violations, changes in the rental housing code, and allow for feedback from the landlords.

These annual training programs shall be offered on three different dates with at least one session during the evening hours (defined as 5:00PM or later).

ANNUAL REPORT

The city of Oskaloosa Development Services Department shall provide an annual report to the Oskaloosa City Council. The report shall provide data on the number of housing units in the City and the frequency and type of violations that have been found in the previous year. The report shall be prepared in July of each calendar year showing the reporting period beginning July 1 of the previous year and running through June 30 of the current year.



Rental Inspection Checklist

All housing rentals within the City of Oskaloosa must be registered by July 15, and must be inspected at least once every three years. The checklist below is a simplified summary of items that will be inspected during the inspection process. This document should be understood as general guidance to the Rental Housing Inspection Program and should not be construed as legally binding code. More information and references to the Oskaloosa Municipal Code can be found in Appendix C: Inspection Form.

ADMINISTRATIVE COMPLIANCE

1. Property and units registered with the City of Oskaloosa.
2. Ownership and contact information clearly defined on the registration form.
3. Registration fees paid.

EXTERIOR AREAS/STRUCTURE

1. Property has house numbers clearly visible from the street.
2. Driveway is in good repair to prevent mud and loose material.
3. Site appears to have adequate grading and drainage.
4. Accessory buildings and fences in good repair.
5. Doors are operable and able to be locked.
6. Windows and skylights are operable and in good repair.
7. Roof and walls are not deteriorated and do not have peeling paint in excess of 50% of the area.
8. Foundation appears to be adequate and in good repair.
9. Property does not have broken, rotten, split, or buckled walls.
10. Stairways, porches, decks, and balconies have flooring, supports, and handrails in good condition.
11. Chimneys appear to be structurally safe and in good repair.
12. Known cisterns, wells, or other hazards are fenced, covered, or filled.
13. Property does not have an accumulation of weeds or brush. Yard is properly mowed.
14. Property does not have an accumulation of garbage, junk, or debris.
15. Property is not providing habitation for rodents, wild animals, or other vermin.
16. Property does not have any illegal vehicles on site.
17. Property does not have unsafe storage of combustible material.

INTERIOR AREAS/STRUCTURE

1. Walls, ceilings, and floors structurally sound and in good repair.
2. The building is maintained in a safe and sanitary condition.
3. All stairs are in sound condition and good repair.
4. Handrails firmly fastened and in good repair for all stairs.
5. All habitable rooms are provided with adequate electrical service for proper illumination.

PLUMBING

1. Rental unit has use of operable kitchen sink, toilet, and bathtub or shower.
2. All applicable plumbing fixtures have hot and cold water and are connected to sanitary sewer system with proper clearance for usage and cleaning.
3. Bathrooms provide adequate privacy and ventilation.
4. Clothes dryer properly vented to the outside in accordance with manufacturer's instructions.

ELECTRICAL/MECHANICAL

1. Electrical service is properly maintained and is sufficient to support the electrical load.
2. Adequate clearance for service is provided on the control side of all HVAC and utility appliances.
3. Each unit has heating facilities capable of maintaining a room temperature of 68 degrees Fahrenheit in all habitable rooms and bathrooms. Cooking appliances and portable heating units shall not be used to provide heating to meet requirement.
4. All electrical equipment, wiring, lighting, and appliances are properly installed and maintained in a safe and approved manner.
5. Electrical panels are accessible, clearly marked, and circuits are properly labeled.
6. Fuel fired equipment has appropriate and operable flues and shutoff valves.
7. Every habitable room and every bathroom contains at least one (1) properly installed electrical outlet.
8. Every laundry room contains at least one (1) grounded-type receptacle or a ground-fault circuit interrupter (GFCI).
9. There are cover plates on all outlets, switches, and junction boxes.
10. GFCI outlets installed for all outlets within six (6) feet of a water source.

FIRE SAFETY REQUIREMENTS

1. Each sleeping room, immediately outside of sleep areas, and each floor has an operable smoke alarm.
2. All sleeping rooms have safe and appropriate access to an operable window for egress.
3. Each unit has a 2A-10BC rated fire extinguisher – checked and tagged by a qualified service person annually – located within 75 feet the unit's main entrance with a minimum of one (1) per floor.
4. Carbon monoxide detectors are installed immediately outside of sleeping rooms and on each level. (Only applies to properties with a potential carbon monoxide source.)
5. Fire alarm and suppression systems properly installed and operational where required.
6. Two egress routes exist for each floor above the first floor.
7. All means of egress doors and windows are operable without need to for keys, special knowledge or effort.
8. All fire resistance rating of walls, fire stops, shaft enclosures, floors and doors are properly maintained.



Rental Unit Registration Form

This form is required to be completed annually and completely filled out. One form required for each property.

To avoid penalty, registrations are due by July 31, annually.

Rental Property Information

Rental Property Address: [text box]

Registration Fiscal Year: [text box]

Total Number of Units in Property [text box]

Date of Last Inspection: [text box]

New registration (Y/N): [text box]

If not yet inspected, write "none".

Property Owner Information

Name: [text box] Address: [text box]

City: [text box] State: [text box] Zip Code: [text box]

Phone #: [text box]

Cell #: [text box]

Email: [text box]

Property Manager Information

Name: [text box] Address [text box]

City: [text box] State: [text box] Zip Code: [text box]

Phone #: [text box]

Cell #: [text box]

Email: [text box]

Primary Contact (Property Owner/Property Manager): [text box]

As the property owner (or owner's representative), I understand that I am subject to the rental housing regulations of the City of Oskaloosa, including but not limited to the right of the City to perform inspections on my property as part of the rental housing requirements. I understand that it is my duty to notify my tenants of any upcoming inspections and to either be present or have a representative, that is at least 18 years age, present during the inspection. By my signature below, I am certifying that the rental units identified in this form comply with building regulations identified in Oskaloosa Municipal Code, Chapters 8, 15, and 17, as summarized in Attachment A: Rental Housing Inspection Checklist.

Signature: [text box]

Printed Name: [text box]

Date: [text box]

Official Use Only

Date Received: [text box]
Received By: [text box]

Base Registration Fee (\$60)
Unit Fee (\$15 per/unit)
Late Registration Fee (\$50/day)
Other Fees
Total Amount Due

Rental Housing Inspection Form



Inspection Date:

Rental Address:

Inspector Name:

Unit Number:

Owner/Rep Name:

Initial/Re-Inspection/Complaint:

| A. EXTERIOR PROPERTY/AREA | | A. EXTERIOR PROPERTY/AREA | | C. PLUMBING | |
|---|---|---|--|--|---|
| Approved? Yes No NA | Description (Ref.) | Approved? Yes No NA | Description (Ref.) | Approved? Yes No NA | Description (Ref.) |
| 1 <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> | House numbers clearly visible from the street. OMC 15.28.020 | 12 <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> | Known cisterns, wells, or other hazards are fenced, covered, or filled. OMC 8.08.010 | 1 <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> | Rental unit has use of operable kitchen sink, toilet, and bathtub or shower. OMC 15.08.120, 15.20.030 (UPC) |
| 2 <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> | Driveway in good repair to prevent mud and loose material. OMC 17.28.060, 17.28.080 | 13 <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> | Property does not have an accumulation of weeds or brush. Yard is properly mowed. OMC 8.20.040 | 2 <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> | All applicable plumbing fixtures have hot/cold water and are connected to sewer system with proper clearance for usage and cleaning. OMC 15.08.120, 15.20.030 (UPC) |
| 3 <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> | Site appears to have adequate grading and drainage. OMC 15.08.090, 8.08.010 | 14 <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> | Property does not have an accumulation of garbage, junk, or debris. OMC 8.08.010 | 3 <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> | Bathrooms provide adequate privacy and ventilation. OMC 15.08.110, 15.08.120 |
| 4 <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> | Accessory buildings and fences in good repair. OMC 15.08.070 | 15 <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> | Property is not providing habitation for rodents, wild animals, or other vermin. OMC 8.08.010 6&7 | 4 <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> | Clothes dryer properly vented to the outside in accordance with manufacturer's instructions. OMC 15.04.030 (IRC) |
| 5 <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> | Doors are operable and able to be locked. OMC 15.08.030 | 16 <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> | Property does not have any illegal vehicles on site. OMC 8.08.010 | Inspection Notes | |
| 6 <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> | Windows and skylights are operable and in good repair. OMC 15.08.040 | 17 <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> | Property does not have unsafe storage of combustible material. OMC 15.16.030 (IFC) | | |
| B. INTERIOR AREAS/STRUCTURE | | | | | |
| 7 <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> | Chimneys appear to be structurally safe and in good repair. OMC 15.08.080 | 1 <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> | Walls, ceilings, and floors appear to be structurally sound and in good repair. OMC 15.08.160 | | |
| 8 <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> | Foundation appears to be adequate and in good repair. OMC 15.30.020 | 2 <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> | The building appears to be maintained in a safe and sanitary condition. OMC 15.04.430 | | |
| 9 <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> | Property does not have broken, rotten, split, or buckled walls. OMC 15.30.020 | 3 <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> | All stairs are in sound condition and good repair. OMC 15.08.170 | | |
| 10 <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> | Stairways, porches, decks, and balconies have flooring, supports, and handrails in good condition. OMC 15.08.050, 15.08.060 | 4 <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> | Handrails firmly fastened and in good repair for all stairs. OMC 15.08.060 | | |
| 11 <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> | Roof and walls are not deteriorated and do not have peeling paint in excess of 50% of the area. OMC 15.30.020 G | 5 <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> | All habitable rooms are provided with adequate electrical service for proper illumination. OMC 15.08.130 | | |

| D. ELECTRICAL/MECHANICAL (cont.) | | E. FIRE SAFETY | |
|---|--|--|--|
| Approved? Yes No NA | Description/Detail | Approved? Yes No NA | Description/Detail |
| 1 <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> | Electrical service is properly maintained and is sufficient to support the electrical load. OMC 15.12.020 (NEC) | 1 <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> | Each sleeping room, immediately outside of sleep areas, and each floor has an operable smoke alarm. OMC 15.04.030 (IRC) |
| 2 <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> | Adequate clearance for service is provided on the control side of all HVAC and utility appliances. OMC 15.04.030 (IRC) | 2 <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> | All sleeping rooms have safe and appropriate access to an operable window for egress. OMC 15.16.030 (IFC) |
| 3 <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> | Each unit has proper heating facilities capable of maintaining a room temperature of 68 degrees Fahrenheit in all habitable rooms and bathrooms. OMC 15.04.030 (IRC) | 3 <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> | Each unit has a 2A-10BC rated fire extinguisher – checked and tagged by a qualified service person annually – located within 75 feet the unit’s main entrance with a minimum of one (1) per floor. OMC 15.16.030 (IFC) |
| 4 <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> | All electrical equipment, wiring, lighting, and appliances are properly installed and maintained in a safe and approved manner. OMC 15.12.050, 15.08.130 | 4 <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> | Carbon monoxide detectors are installed immediately outside of sleeping rooms and on each floor. (Only applies to properties with a potential carbon monoxide source. OMC 15.04.030 (IRC) |
| 5 <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> | Electrical panels are accessible, clearly marked, and circuits are properly labeled. OMC 15.04.030 (IRC) | 5 <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> | Fire alarm and suppression systems properly installed and operational where required. OMC 15.16.030 (IFC), 15.16.030 |
| 6 <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> | Fuel fired equipment has appropriate and operable flues and shutoff valves. OMC 15.04.030 (IRC) | 6 <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> | Two egress routes exist for each floor above the first floor. OMC 15.16.030 (IFC) |
| 7 <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> | Every habitable room and every bathroom contains at least one (1) properly installed electrical outlet. OMC 15.12.020 (NEC) | 7 <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> | All means of egress doors and windows are operable without need to for keys, special knowledge or effort. OMC 15.16.030 (IFC) |
| 8 <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> | Every laundry room contains at least one (1) grounded-type receptacle or a ground-fault circuit interrupter (GFCI). OMC 15.12.020 (NEC) | 8 <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> | All fire resistance rating of walls, fire stops, shaft enclosures, floors and doors are properly maintained. OMC 15.16.030 (IFC) |
| 9 <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> | There are cover plates on all outlets, switches and junction boxes. OMC 15.12.020 (NEC) | | |
| 10 <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> | GFCI outlets installed for all outlets within six (6) feet of a water source. OMC 15.12.020 (NEC) | | |

I, as the authorized representative or owner of this property, understand the inspection deficiencies that have been identified during this inspection and what I need to do to correct the deficiencies prior to the scheduled re-inspection. Should I not be able to complete the repairs needed by the reinspection date I understand and agree that I will be subject to a Municipal Infraction for each day thereafter in which the deficiencies are not repaired. In addition, I agree that I will be responsible for any additional re-inspection fees in excess of the first one at the rate of \$25 per inspection. I understand that if I need to re-schedule the inspection, I must provide a request at least two business days prior to the date of the re-inspection listed below.

Should I fail to show up (on time or at all) for a scheduled re-inspection I understand and agree that I will be subject to the payment of a No-show Fee in the amount of \$25 per event. Failure to pay any fees or penalties may result in legal action being taken by the City of Oskaloosa.

Property Owner/Representative Signature
 Date

- This property passes the inspection and DOES NOT require a re-inspection.
- This property requires a re-inspection.

City of Oskaloosa Inspector Signature
 Date

The Rental Housing Inspection Program is for the City of Oskaloosa to determine compliance with city ordinances. An inspection shall not constitute a certification by the city for any third parties as to the condition of the premises, and any tenant should undertake an independant inspection of the premises prior to entry of any lease arrangement to ascertain the condition thereof.



Rental Housing Complaint Form

Only current tenants of a rental property or rental unit may file a complaint regarding a rental housing property using this this form.

Tenant Name: [] Date: []

Phone #: [] Phone #: []

Property Address: [] Unit #: []

Owner Name: [] Owner Phone #: []

Manager Name: [] Manager Phone #: []

Do you currently live at this residence (Y/N)? []

Registered this complaint with your landlord (Y/N)? [] Date Filed: []

Description of Complaint - Please describe the complaint in full detail including dates and times if appropriate. Continue complaint on back of this form if you need additional room.

[Large empty box for description of complaint]

Please attach to this complaint form any additional information, such as pictures showing problems, communications with the owner/manager prior to this complaint, or any other supporting information.

I understand that by filing this complaint that the City of Oskaloosa will make contact with the property owner or owner's representative to investigate the problem. I also understand that the City will only investigate complaints that are from the current tenants of the property and that the the name of reporting tenant is public information and will be released to the owner at the time of notice. The city will make contact with the owner or owner's representative within two (2) business days of the date this complaint is received. I understand that there are some items in which the City may not be able to assist on and that in those cases the city will notify me using the contact information provided above. Finally, I understand that a \$25 inspection fee deposit is required with this complaint. If the complaint is found to have merit, the deposit will be returned and the owner will be responsible for the \$25 inspection fee. I certify that all the information on this form is true and correct.

Signature: []

Official Use Only

Complaint Received By: [] \$25 Inspection Fee Collected (Y/N): []

Owner Notified Date: [] Inspection Conducted (Y/N): []

Inspection Date: [] Violations found (Y/N): []

Inspector Assigned: [] Deposit returned/Fee Collected (Y/N): []



Rental Housing Inspection Appeal Form

This form is for rental property owners or their representatives who want to appeal a building violation noted by the city rental inspector.

Property Address:

Unit #:

Date Appeal Filed:

Property Owner Name:

Owner Phone #:

Representative Name:

Rep. Phone #:

Is the property currently occupied and/or rented (Y/N)?

Date Last Inspected:

Violation Being Appealed - Please describe the violation noted by the inspector and your reasons for appealing the inspector's interpretation of the Oskaloosa Municipal Code. Please attach any additional documents, such as pictures or independent reviews.

DRAFT

I understand that by this appeal will be sent to the Oskaloosa Building Code Board of Appeals for a ruling. I understand that I am expected to comply with this ruling. If I am unsatisfied with this ruling, I can request a hearing and ruling by the Oskaloosa City Council. These hearings and rulings are not intended to debate changes to the code, but rather to provide a ruling on interpretation of existing code.

Signature:

Official Use Only

Appeal Received By:

Building Code Board of Appeals Hearing Date:

Building Code Board of Appeals Ruling (Overturned/Upheld):