

## Rental Program Information Single Family Home/Duplex/Condo

- After registration, and two cycles of inspections having been performed and meeting checklist standards, with no major safety violations, the dwelling unit will be eligible to skip the next (3<sup>rd</sup> cycle) inspection.
- Checklist eligibility is based off minimum of one clean inspection after the 2<sup>nd</sup> cycle inspection has already been completed with no re-inspection required.
- The landlord/management company must then provide the Township with a signed Check List of items that the Township will have available, in lieu of, an inspection for that next (3<sup>rd</sup>) cycle. This essentially makes the process a 4 year cycle and will be known as being on the Check List Protocol. The township will provide the Check List to the landlord. See “Additional Requirements for Check List Protocols” below.
- If the inspection of the dwelling does not meet the standards, and the unit has major safety items for violations, the home will require inspections for each new 2 year cycle. If, and when, the next cycle’s inspection meets the standards with no major safety violations, the Check List Protocol noted above will apply to that unit again.

### Additional Requirements for Check List Protocols:

- The Township shall develop and maintain the Check List to be used.
- The Check List Protocol is designed only for every other cycle after the first 2 cycles are completed. The previous cycle’s initial inspection reports must meet the standards without requiring a re-inspection to use this Protocol.
- The Township will charge the standard administrative fee for all Check List Protocol properties. A new Certificate of Compliance will be issued once the mandatory signed checklist is received and approved by the Township. **Failure to submit the mandatory Checklist prior to the expiration of the previous Certificate of Compliance, will trigger the normal cycle’s inspection to be completed and billed for that property. Failure to submit the mandatory Check List will eliminate the Check List Protocol that was previously allowed for that property.**
- The Township will inspect any and all properties, including Check List Protocol properties upon a valid complaint, for which normal inspection fees will apply. An inspection fee of \$50 for an exterior only problem or complaint, will be charged.

### Other Residential Rental Inspection Program Changes:

- Heat certificates are no longer required for each cycle after the initial cycle, unless the inspector suspects there is an issue/violation with the HVAC system or there are **non-working carbon monoxide alarms** within the home.
- The first follow-up re-inspection for violations are at no cost when the inspection is scheduled and performed within the 60 day mandated time frame. Any inspection not scheduled and performed within the 60 day time frame will be charged per the existing inspection fee table for the program. The 60 day time frame may be extended by the Building Official, with the fee waived, at his discretion. A fee will not be assessed if the Township cannot perform the inspection within the mandated 60 days as long as it has been scheduled within the allotted time frame.

# **Residential Rental Program**

## **Adoption of IMPC**

### **Major Section Revisions & Changes**

#### **Chapter 6**

#### **Mechanical & Electrical Changes**

##### **SECTION 602 “Total New Section Added”**

##### **HEATING FACILITIES**

602.6 Heat Certificate. A Heat Certificate is required for each furnace system. The Heat Certificate shall state the full address of the property, the Contractor’s name, address, phone number, State License number, Certification Categories and Canton Township registration number. On the Certificate, all the equipment to be certified shall be identified by the Furnace Brand Name, Model, Serial Number and the Year the furnace was built. The system must also be identified as a split system or a self-contained unit. You must provide the result of the CO test with the PPM indicated, and a statement that certifies that all safety controls have been checked and tested, and that the entire system has been thoroughly inspected and is operating in a safe and efficient manner. The frequency of application for this certificate after the first certificate is received, shall be in compliance with a schedule to be determined by the Building Official.

602.7 Carbon Monoxide Alarms. A Carbon Monoxide Alarm shall be installed outside of each separate sleeping area in the immediate vicinity of the bedrooms in dwelling units within which fuel fired appliances exist and in dwelling units that have attached garages.

602.7.1 Alarm Requirements. Single station carbon monoxide alarms shall be listed as complying with UL 2034 and shall be installed in accordance with Section 605 of this Code and the manufacturer’s installation instructions.

# **CANTON TOWNSHIP LANDLORD/OWNER CHECKLIST**

## **FOR A COMPLIANT RENTAL PROPERTY**

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

- SMOKE DETECTORS ARE WORKING AND INSTALLED TO CODE IN EACH ROOM USED FOR SLEEPING, OUTSIDE IN THE IMMEDIATE VICINITY OF BEDROOMS AND ONE ON EACH STORY WITHIN A DWELLING UNIT.
- A CARBON MONOXIDE DETECTOR IS WORKING AND INSTALLED TO CODE IN THE IMMEDIATE VICINITY OF BEDROOMS WHERE A GAS APPLIANCE OR AN ATTACHED GARAGE EXISTS WITHIN A DWELLING UNIT.
- ALL REQUIRED GFI'S ARE WORKING AND HAVE NOT BEEN REPLACED WITH STANDARD RECEPTACLES.
- ALL MECHANICAL EQUIPMENT IS PROPERLY MAINTAINED IN A SAFE WORKING CONDITION, AND IS CAPABLE OF PERFORMING THE INTENDED FUNCTION TO CODE.
- THE OVERALL UNIT AND PROPERTY IS MAINTAINED IN A SAFE, SOUND, CLEAN AND SANITARY CONDITION WITH ALL MEANS OF EGRESS FREE AND UNOBSTRUCTED.
- ALL HANDRAILS AND GUARDRAILS ARE SECURE AND ARE CAPABLE OF PERFORMING THE INTENDED FUNCTION TO CODE.
- ALL STEPS AND WALKS REMAIN IN A PROPER STATE OF REPAIR AND ARE MAINTAINED FREE FROM HAZARDOUS CONDITIONS AND TRIP HAZARDS OUTLINED IN THE BUILDING CODE.
- THE EXTERIOR ENVELOPE (WINDOWS, DOORS, SCREENS, SIDING, TRIM AND ROOF) HAVE BEEN MAINTAINED IN GOOD STATE OF REPAIR, STRUCTURALLY SOUND AND WEATHER TIGHT.
- NO WORK HAS BEEN PERFORMED WITHOUT THE REQUIRED PERMITS.

I certify as the Landlord or Owner of the above noted property that the conditions checked off have been inspected, thoroughly reviewed and comply as noted.

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**Landlord or Owner Name and Signature**

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**Date of Checklist Compliance**