

ANNUAL INSPECTION READINESS GUIDE



LICENSING REQUIREMENTS

1. **Display** current and valid Multi-Family License certificate.
2. **Display** current and valid Certificate of Occupancy.
3. **Display** a sign with a telephone number at which emergency conditions can be reported during any twenty-four-hour period.
4. **Inspect** every interior and common areas annually. Prepare a written inspection report for each inspection and maintain the reports for a minimum of 3 years.

EXTERIOR GROUNDS

1. **Trash and Debris.** The exterior property areas shall be maintained in a clean, safe, and sanitary condition.
2. **Open Storage.** The storage of furniture (not designed for outdoor use), household items, building materials not in use, etc. is not permitted.
3. **Insect and Rodent Control.** Prevent any condition which can provide harborage and breeding of insects, rats, ants, mosquitos, and other pests.
4. **Trees, Shrubs, and Plants.** Remove dead and/or hazardous vegetation.
5. **Weeds and Grass** must be maintained at or below 12".
6. **Parking and Storage of Vehicles.** All vehicles must be in a good state of repair, maintained in such a condition as not to be unsightly, and parked or stored in a safe manner. Open storage or accumulation of trash and debris in utility trailers and vehicles is prohibited.
7. **Private Parking Lots, Drives, and Streets** shall be maintained in good, safe condition and be free of holes, excavation, protrusions, cracks, or other failures and must be kept free of mud, debris, or other obstructions that would impair or prevent their use.
8. **Sidewalks** shall be maintained in good repair. Trees, shrubs, plants must be maintained at least seven feet above the sidewalk. Sidewalks must be kept free of mud, debris, or other obstructions that would impair or prevent their use.
9. **Fences** shall be maintained structurally sound, maintained reasonably plumb, shall be repaired/replaced when more than twenty square feet or more are in a state of disrepair, shall not be externally braced, and shall be surface protected to prevent deterioration.
10. **Accessory Structures.** Carports, awnings, patio covers, detached garages, sheds, storage buildings, benches, playground equipment, dog park equipment, bike racks, etc. shall be maintained structurally sound and free from deterioration.
11. **Pool** gates must be self-closing and self-latching.
12. **Waste Enclosures** shall be maintained in good repair. All trash/recycle items must fit inside of the containers with the lid closed.
13. **Monument Signs & Landscape Lighting** shall be maintained in good repair.

EXTERIOR OF STRUCTURES

1. **General.** The exterior of a structure shall be maintained structurally sound. All installed systems such as plumbing, electrical, heating, and air conditioning shall be maintained in an operative condition.
2. **Exterior Surfaces** shall be maintained in a state of repair. Peeling paint, cracked or loose plaster, broken glass, decayed wood, and other defective surface conditions shall be repaired, replaced, restored.
3. **Exterior Walls** should be free of holes, breaks, loose or rolling boards, and any other condition which might admit rain or dampness to the interior of the structure.

4. **Roofs** should be structurally sound, tight, and free of leaks.
5. **Exterior Attachments.** All exterior canopies, marquees, signs, awnings, stairways, fire escapes, standpipes, rain gutters, exhaust ducts and similar overhang extensions attached to a structure including railings for stairs, steps, balconies, porches, and elsewhere shall be maintained in good repair and be properly anchored so as to be kept in a safe and sound condition, and their exterior surface materials shall be maintained weatherproof and shall be surface coated or protected as required to prevent deterioration.
6. **Stairs and Porches.** shall be so constructed as to be safe to use and capable of supporting the loads to which it is subjected and shall be kept in sound condition and good repair, and their exterior surface materials shall be maintained weatherproof and shall be surface coated or protected as required to prevent deterioration.
7. **Windows and Doors** shall be constructed and maintained in good repair and shall be fitted into their frames to exclude rain, moisture, and insects as completely as possible.
8. **Address Numbers.** Provide and maintain on each building and unit in accordance with the ALDC.

REPAIRS

All repairs, alterations, and installations must be done in a manner consistent with work done by a skilled craftsman. The use of proper tools, materials and methods is usually necessary for workman like repairs.

COMMON VIOLATIONS



Broken/Clogged Vent



Detached Rail



Damaged Outlet



Broken Spotlight



Missing Sewer Cap



Peeling Paint



AC Refrigerant Line Insulation Missing



Exposed Electrical



Erosion onto Sidewalk