



Rental Inspection Criteria

In accordance with Ordinance No. 00-305 adopted October 2, 2000, by the Alpena City Council, all owners of residential rental dwelling units located within the City of Alpena are required to submit a completed registration form. Complete all applicable information and return to City of Alpena Building Official, City Hall, 208 N. First Avenue, Alpena, MI 49707. Questions may be addressed to the City Building Official, Building Inspector, or the Director of Planning and Development at 989-354-1700.

Residential rental property inspections are conducted on a three-year cycle to ensure a minimum health, safety, and welfare standard for rented residential structures and the associated property. Rental property owners are expected to maintain their units to the minimum standards between inspections for the safety of the tenants. Inspections outside of the normal three-year cycle will be performed at either the occupants or owner's request. The inspection criteria are based on the current edition of the "International Property Maintenance Code" (IMPC) and the "Housing Quality Standards" (HQS) guidelines.

To avoid a lengthy inspection process, use the following checklist as a guide before your scheduled inspection. See manufacturers recommendations for installations and always obtain proper permits when performing work on rental properties.

Rental Inspection Checklist

Exterior Property Areas

- The building address and/or apartment number must be visible from the road with contrasting numbers at least three (3) inches tall
- Detached accessory structures are in good repair
- All stairs, porches, landings, and decks must be in good condition and structurally sound. Hand and guard railings must be securely attached and of the appropriate height.
- Exterior walks and driveway surfaces are in good condition and free from tripping hazards
- The exterior walls, foundations, chimneys, and roofs must be weather tight and free from missing boards, bricks, blocks, or shingles. Rotted wood on door frames, window frames, soffit, and fascia should be replaced or repaired.
- The yard must be free of junk trash, old vehicles in disrepair, and tires, fences must be in good condition
- Exterior electrical outlets must be Ground Fault protected outlets

Windows

- Severely cracked or broken panes of glass must be repaired
- Windows must operate as intended and be capable of holding themselves open without items being placed in them to hold them up
- Windows less than six feet from the ground, looking into porches\landings, or have a roof immediately below them must have locking mechanisms on the inside
- Windows in hazardous locations must have tempered glass
- Operable windows must have screen that are not ripped or full of holes to keep insects out
- Frames, sashes, and sills must be in good condition

Doors

- All exterior doors must be lockable
- All exterior doors must seal against weather infiltration
- Doors must open and close properly with minimal effort
- Bathroom doors must latch from the inside for privacy
- Screens and storm doors must be in good repair
- Fire doors, if applicable, must be self-closing and latching
- Exterior door locks may not be “skeleton key” type locks

Walls, Floors, Ceilings and Stairways

- All surfaces must be free from holes larger than a golf ball, peeling plaster and badly peeling paint. These items must be repaired.
- Floor coverings, like carpet and linoleum, must be cleanable
- Floors should be free from tripping hazards, like rips and tears
- Counter tops must be in good condition, cleanable and easy to maintain
- All interior stairways must be in good condition with no loose boards. Hand and guard railings must be present and secure.
- A light must be present in stairways
- All required clearances to combustible materials shall be maintained. Proper clearances must be maintained between combustible materials and all heat-producing appliances and equipment. Adequate clearances are necessary to prevent the possible ignition of combustibles.

Electrical System

- All cover plates for electric outlets, light switches, junction boxes, fuse and breaker panels must be on and not broken
- All areas near water sources in kitchens, bathrooms, laundry rooms and exterior areas must be ground fault protected
- All grounded electric outlets must be properly grounded. Many outlets have been replaced over the years with the grounding type receptacles (3 prong), however the grounds are typically not connected as the older two wire systems provided no ground wire.
- Laundry areas shall contain at least one grounded-type receptacle
- Breakers or fuses must be properly sized for the wires they are connected to in the fuse box or breaker panel. Screw in fuses on old 60 AMP services must be 15 AMP Type “S” fuses.
- Light fixtures and ceiling fans must be properly attached. They cannot be hanging from the wires.
- Exposed electrical wiring must be protected from damage and properly secured.

Plumbing System

- All water and waste pipes free from leaks.
- Toilets are not running constantly.
- Faucets are not leaking or dripping.
- Units must have hot water.
- All drain lines must have a gas trap.
- Water heaters must have properly installed temperature and pressure relief valves with the overflow tube extended to within 4” of the floor or into a proper drain pan. Overflow tubes must be hard pipes such as copper, galvanized or approved CPVC plastic pipe.
- To prevent scalding, **bath water cannot exceed 120 degrees** Fahrenheit

Heating System

- There must be a permanently installed heat source such as a furnace, boiler or electric baseboard heat that is connected into the buildings electrical wiring. Portable heaters do not qualify as the principle heat source in a unit
- All rooms must be able to be heated to 65 degrees when checked 3' in from the outside wall
- Furnace filter (where applicable) is clean and allows adequate air flow
- All required clearances to combustible materials shall be maintained. Proper clearances must be maintained between combustible materials and all heat-producing appliances and equipment. Adequate clearances are necessary to prevent the possible ignition of combustibles.

General Health and Safety

- Sleeping in the basement is prohibited unless there is a designated sleeping area with emergency egress windows or doors, smoke detectors, and a primary heat source in place
- Clothes washing machines and dryers require proper plumbing and venting. Dryers must be vented to the outside and washers must be drained into a sink or the buildings sanitary sewer line.

Smoke alarms

- Smoke alarms are required to be in, or in immediate vicinity of each sleeping room. Immediate vicinity means a maximum of six (6) feet from the sleeping room door.
- A smoke alarm is required to be present on each floor including the basement.
- Interconnection of smoke alarms in existing areas is not required, however it is encouraged. When interconnection cannot be completed physically to the building's electrical system, new alarms can be connected wirelessly.
- Interconnection means that the actuation of 1 alarm will activate all the alarms in the individual unit
- When single station alarms are replaced, they are required to have a sealed, **10-year lithium ion battery** and at least one shall be a combination smoke and carbon monoxide alarm

