

The City of Lancaster Codified Ordinance, §182-Lead Poisoning Prevention/Lead Hazard Control (<https://ecode360.com/8118273>), §223-Property Maintenance (<https://ecode360.com/8118803>), and §238-Rental Property (<https://ecode360.com/11460830>) establish the rules governing rental properties. The purpose of these ordinances is to protect and promote public health, safety and welfare by establishing accountability for the proper maintenance of residential rental housing units through rental property licenses and inspections.

INTRODUCTION AND DISCLAIMER: This Pre-Inspection Guide is intended to provide a general understanding of the items that city inspectors review during a routine residential rental license inspection. The ordinance now requires every rental unit receive a Lead-Safe Certification or a Notice of Compliance with Lead Safe Standards (182-9). In addition to our standard Property Maintenance inspection, the Code officer will perform a visual inspection for deteriorating lead-based paint. This checklist is to be used as a guide and references commonly inspected items. This guide is not a complete list of every item to be evaluated at the time of inspection.

RENTAL UNIT INSPECTIONS ARE REQUIRED:

- INITIAL INSPECTION - Bureau of Property Maintenance & Housing Code Enforcement Official shall, upon receipt of an application for a license, inspect the unit.
- PERIODIC SYSTEMATIC INSPECTION - The Code Official shall inspect each such unit at least once every four years following the issuance of a license.
- COMPLAINT-BASED INSPECTION
Allow for Inspections upon Complaints.
- DISRUPTIVE CONDUCT
Upon the occurrence of a disruptive conduct report.
- REASONABLE CAUSE

LEAD SAFE (<https://ecode360.com/4206577>)

- Landlords have two options for compliance with the Lead Ordinance:
 1. Schedule a clearance examination with a third-party State and EPA certified lead risk assessor and obtain a Lead Safe Certification for all units.
 2. At the time of the Systematic Inspection, the Housing Inspector will conduct a Lead Hazard Evaluation.
- If option 2 is chosen, the Housing Inspector will perform a visual assessment during the systematic inspection.
 1. If the property passes the visual assessment, the Housing Inspector will conduct dust wipe sampling.
 2. If the property fails the visual assessment, the Housing Inspector will send a Notice of Violation requiring a clearance examination be performed by a third-party State and EPA certified lead inspection agency to obtain a Lead Safe Certification within 45 days.
- If option 2 is chosen and the property passes the dust wipe sampling, the Housing Inspector will issue a Notice of Compliance w/ Lead Safe Standards and is valid until the next scheduled systematic inspection, either 2 or 4 years.
- The Lead Safe Certification is valid for 2 years.
- The Notice of Compliance with Lead Safe Standards is valid until the next scheduled systematic inspection (2 or 4 years).
- What **passes** the visual assessment? Replacement windows, no peeling or chipping paint, no evidence of friction on doors or door jambs, no bare soil exposed on the exterior of the property and no construction debris on the interior or exterior of the property.

- What **fails** the visual assessment? Original windows, presence of peeling or chipping paint, any evidence of friction on the door or window jambs or any construction debris on the interior or exterior of the property.

GENERAL EXTERIOR PREMISES

- Is the exterior of the property maintained as not to pose a threat to public health, safety or welfare?
- Are exterior premises clean and sanitary, free of rubbish and garbage?
- Are premises free from weeds, excessive plant growth, and tree limbs?
- Is grass maintained at a height of less than 6"?
- Is property free of inoperable, unregistered or abandoned vehicles?
- Are street numbers at least 4" high and 2" wide easily visible from the street?
- Is all rubbish and garbage properly stored and removed on a regular basis?
- Is indoor furniture stored on the exterior of the building?

ACCESSORY STRUCTURES

- Accessory structures, including detached garages, fences, and sheds, in good repair and structurally sound?
- Secure and not open to trespass?
- Exterior surfaces weather-protected and intact?

DECKS, PORCHES AND BALCONIES

- Structurally sound, weather-protected and in good repair?
- Handrails and guards are securely attached and capable of supporting loads?

FOUNDATION

- Structurally sound?
- Free from holes?

ROOFS

- Is the roof in good repair?
- Free of leaks with no loose or missing shingles?
- Is the roof overhang free from deterioration and holes?
- Gutters and downspouts free of debris, securely attached and draining rainwater away from the structure?

WALLS & CEILINGS

- Structurally sound?
- Free from holes?
- No flaking, chipping, or peeling paint?
- Free from water damage?
- Is siding weather tight?
- Does brick need sealed or repointed?

WINDOWS, SKYLIGHTS AND DOORS

- Entry and exit doors have functioning deadbolt locks?
- Doors fit within their frame, latching and closing securely?
- Weathertight and rodent proof?
- Frames, sashes, and sills are free of rot?
- Frames, sashes, and sills are free of cracked, chipped, peeling, paint and caulk?
- No broken/cracked glass?
- Sash locks?
- Easily openable?
- Insect screens are in good repair?
- Storm/screen doors are maintained?

GENERAL INTERIOR

- Interior surfaces are in good, clean and sanitary condition?
- Equipment/appliances in good working condition?
- Free from holes?
- Free from water damage?
- No flaking, chipping, or peeling paint?
- Structure is free from insect and rodent infestation?

FLOORS

- Maintained and in good repair?
- No holes or torn carpet?
- Structurally sound?

HALLWAY/STAIRS

- Clear pathway?
- Handrails/guards securely attached?
- All stairways have a graspable handrail?
- Floor covering are intact and secured to stairs?

SLEEPING ROOMS

- Easily openable door or window?
- Permanent heat source?

9.24.23 – 9.30.23 **KITCHEN**

- Cabinets and counters are in good repair?
- Hot and cold running water with adequate pressure?
- No loose or dripping faucets?
- Drains must function properly, free of obstructions?
- Appliances properly functioning?
- Appliances are plugged directly into outlets without the use of adapters or extension cords?

- Gas appliances are connected properly with approved fittings/connectors?

BATHROOM

- Sink and tub/shower is properly installed and maintained in good repair with caulking intact?
- Toilet is properly secured, maintained and functioning?
- Hot and cold running water with adequate pressure required to each fixture?
- No loose or leaking faucets?
- Faucets have a minimum one-inch gap above the spill line (top edge of tub/sink)?
- Light fixture properly installed and working?
- Bathroom cabinets are in good repair?
- An openable window or functioning ventilation system?

FIRE PROTECTION

- Are pathways clear of debris, storage, trash, snow, ice or other obstructions?
- Are 10-year lithium tamper proof w/ battery backup type smoke detectors installed in each habitable room and hallway to include the basement? Unfinished attics, kitchens and bathrooms are exempt.
- Are carbon monoxide detectors installed outside of the sleeping areas on each floor that has a bedroom?
- All bedrooms have an operable door or window that lead directly to the exterior?

ELECTRICAL

- Adequate service and outlets?
- Properly installed and accessible service panel?
- Fixtures are intact and properly functioning?
- Extension cords are not being used as permanent wiring?
- Cover plates are on all outlets, switches, & junction boxes?
- All wiring is properly installed and maintained?

MECHANICAL

- Heating system is properly installed and maintained?
- Interior temperature is maintained at 68 degrees or above from October to May?
- Temporary heating devices are not used as primary source of heat?

PLUMBING

- Plumbing is installed and maintained to code?
- Hot and cold running water with adequate pressure to fixtures and not leaking?
- Sewer lines are properly installed and vented? "S" traps are not allowed and no flexible waste lines.
- Unused gas & plumbing lines are capped?
- All pipes are properly secured, free of defects, without obstruction and not leaking?

QUALITY HOUSING STANDARDS

- GOOD or ADEQUATE HOUSING**
Ready for immediate occupancy, sufficient in size to accommodate the leasee/s. Compliance with applicable codes, ordinances, local and state laws, and regulations or minor health or safety related violations abated in a timely manner.
 - Guidance - Homes that meet these criteria will be inspected every four years.
- FAIR OR INADEQUATE HOUSING**
Rental units that have moderate or severe physical problems. Deficiencies including plumbing, heating electrical cleanliness and upkeep to also include exterior deficiencies peeling paint and structure damage.
 - Guidance - Homes that meet these criteria will be inspected every 2 (two) years.
- POOR OR SEVERELY INADEQUATE HOUSING**
Occupied housing unit that is causing direct health effects to tenants, presence of Lead paint, no heat, no hot and or cold water, damp living conditions.
 - Guidance - These homes will be considered for condemnation. If not condemned, will be inspected ever 2 (two) years.

NOTIFICATION FOLLOWING INSPECTION

- NOTICE OF VIOLATION**
 - If violations are identified at the time of inspection, the Code Official will issue a notice of violation detailing violations and establish a timeline in which violations must be abated.
- ADDITIONAL RE-INSPECTION FEE**
 - Code Official will conduct one reinspection at no cost. \$125.00 per unit fee will be charged for all re-inspections beyond the first re-inspection.
- MISSED/CANCELLED Inspection Appointment**
 - A fee of \$75.00 will be issued.

PENALTIES

- RENTAL PROPERTY ORDINANCE** (<https://ecode360.com/42066282>)
- RESIDENTIAL RENTAL LICENSE VIOLATIONS**
 - \$500 per unit per month the violation exists + court costs, and/or a term of imprisonment not exceeding 90 days.
- VIOLATIONS OF ALL OTHER PROVISIONS OF CHAPTER 238**
 - \$1000 (max.) per unit per month the violation exists + court costs and/or a term of imprisonment not exceeding 90 days.
 - Eviction of occupants of rental units at the owner’s expense may be required.
 - Revocation of Rental License.

Step One: License

- 1) Obtain and maintain a license for each residential rental.

Step Two: Allow for inspection

- 1) An inspection letter with a scheduled date and time of inspection will be mailed to the contact information we have on file.
 - Scheduled approximately 28 days in advance.
 - Be present for inspection to avoid a \$75.00 penalty.
- 2) The assigned Inspector meets the owner or their representative at the location and an inspection of the structure and premises is conducted.
- 3) If you do not appear for the scheduled inspection, you will receive a second attempt for appointment letter with a new date and time.
 - Scheduled approximately 14 days in advance.
 - Be present for inspection to avoid a \$75.00 penalty.

Step Three: Reinspections

- 1) If violations are found, a Notice of Violation letter will be mailed to the contact information we have on file with the date and time of your re-inspection(s).
 - Be present for inspection to avoid a \$75.00 penalty.
- 2) The Notice will document any violations and include a date of compliance/reinspection.
 - Timeline for abatement dependent upon the code violation.
 - All re-inspections listed on the Notice of Violation are included in the fee schedule.
 - All re-inspections outside of the Notice of Violation may be subject to a \$125.00 re-inspection fee.

Step Four: Enforcement

- 1) Additional re inspections will be scheduled, and reinspection fees will be imposed.
- 2) Or; the Code Official may also issue citations \$1000 (max.) per unit per month the violation exists + court costs and/or a term of imprisonment not exceeding 90 days.
- 3) Or; Revocation of Rental License.
- 4) Presentation to Property Reinvestment Board after 60 days.

Step Five: Final Inspection

- 1) Once all of the outstanding violations have been abated, or if no violations were identified initially, the assigned Inspector will close the violation.

INSPECTION REFERENCE GUIDE
