

City of Rolla Community Development Department



Rental Property Checklist

*A practical
guide to safe rental property and what
to look for...*

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To further promote the health, safety, and general welfare of landlords, tenants, neighboring residents and the citizens of Rolla in general, the City has put together an informational booklet pertaining to maintaining safe rental properties. Residential properties shall include single-family homes, duplexes, apartments, condominiums, fraternities/sororities, or rooms offered for rent in an owner-occupied dwelling.

This pamphlet is intended to serve as an informal guide to the 2000 International Property Maintenance Code. Items listed in this pamphlet are the most common deficiencies. Please take time to conduct a self-inspection to determine the condition of your home. Any deficiencies should be reported to your landlord immediately. We hope all citizens, whether tenant, homeowner, or landlord, will find this booklet helpful.

Please feel free to contact the City of Rolla Community Development Department at (573) 364-5333 or visit the City's web site at www.rollacity.org to report possible unsafe rental properties.

Self-evaluation Checklist



The following checklist was compiled to allow property owners or tenants to conduct a self-evaluation of their home. This list is not in any way intended to be a complete list of property maintenance requirements, but is a list of the most common violations.

Exterior

- Address numbers visible from the road**
- Insect and rodent proof:** *All holes in the soffits, eaves, siding or other places that would allow rodents, birds or insects into the home.*
- Weather-tight exterior**
- All porches and decks in a safe condition with approved guard rails where > 30" above grade:**

Unsafe porches can be at risk of collapsing if they are not properly constructed or if they are old. A common safety hazard occurs when porches are nailed to buildings rather than being attached with the proper anchors or bolts. Nails are a poor method for attaching porches to buildings because they work their way loose over time. Other safety hazards to look for are:

- *Split or rotting wood*
- *Wobbly handrails or guardrails*
- *Loose, missing or rusting anchors, nails or screws*
- *Missing, damaged or loose support beams and planking*
- *Poor end support of the porch, deck, joists or girders*
- *Excessive movement of the porch when walked on*
- *Swaying or unstable porches*

- Exterior stairs in a safe condition**
- No broken or cracked windows or door glazing**
- Swimming pool, spa, or hot tub in a safe and sanitary condition**
- Free from high grass, weeds, garbage, rubbish, brush, old building materials, old appliances or worn-out machines, automobile parts, tires, unlicensed or inoperable automobiles, etc.:**

These are common complaints received by our office on a daily basis. Keeping yard areas looking nice helps to keep neighbors happy and maintain property values.

Interior

- Functioning smoke detectors and approved location (in each sleeping room, in hall outside each sleeping room and on each level):** *If additional smoke detectors are required, they may be battery operated.*
- Stairs in a safe condition with an approved handrail**

Means of egress shall be readily operable from the inside without the need for keys, special knowledge or effort. Double-keyed dead bolts are prohibited: *Occupants must be able to escape without the use of tools, keys or special knowledge.*

Free from insect or rodent infestation

Lighting fixtures in a good, safe working condition

Approved cooking facilities: *A functioning microwave at the minimum must be present for the preparation of meals.*

Clothes dryer exhausted to the exterior with an approved vent: *Improperly vented clothes dryers are responsible for approximately 16,000 fires annually. These fires result in over 400 injuries, 30 deaths, and over \$90 million dollars in property damage.*

Bathrooms and toilet rooms in a functioning, safe, and sanitary condition

All receptacles and light switches in a safe condition

All lighting fixtures in a safe and functioning condition

Electrical wiring in safe condition: *Damaged or unused conductors must be repaired and terminated to prevent accidental contact and electrocution.*

Ungrounded 2-wire systems can not contain grounding-type (3 prong) receptacles unless provided with GFCI protection and the receptacles are permanently labeled as ungrounded: *Persons using a three-prong type receptacle automatically*

assume grounding protection is provided and could result in electrocution.

Electric service in a safe condition

All fuel fired appliances properly vented: *Improperly vented appliances result in several deaths and injuries annually. It is recommended, but not required, that a CO detector be installed any time fuel-fired appliances are present.*

Properly functioning source of heat. Portable space heaters are prohibited as the primary source of heating.

All fireplace/woodstoves in a safe condition

Water heater equipped with a T & P valve and functioning: *Properly installed temperature and pressure relief valves are essential in preventing a water heater from becoming a bomb and causing serious injury.*

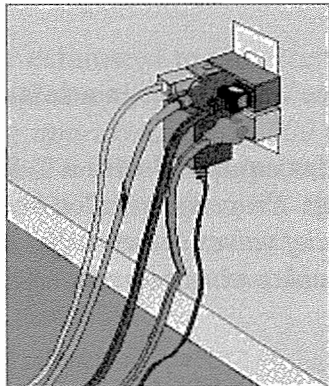
All plumbing in a functioning condition and free from leaks

All structural members appear to be structurally sound: *All beams, columns, floor joist, rafters, etc. free from damage or decay that could possibly result in failure or collapse.*

Other: *Any other dangerous or unsafe elements that could result in injury or illness. Combustible materials, fuels, paint thinners or other flammable liquids must not be stored near any sources of ignition.*

Swimming Pool Safety

Remember, most people don't give much thought to the extension cords running under their couches, connecting lamps to faraway sockets or allowing five plugs to fit into one electrical outlet—until something goes wrong. Please don't make that mistake! The U.S. Consumer Product Safety Commission (CPSC) estimates that extension cords cause about 3,300 residential fires each year, killing 50 people and injuring about 270 others.



A copy of Missouri's Landlord-Tenant Law may be obtained from the Attorney General's office. You may also refer to chapters 441, 534 and 535 of the Missouri Revised Statutes for further information.



These regulations only pertain to pools, spas and hot tubs capable of holding water to a level of 24" or deeper. Note: Installation of these will require a building permit and inspections.

☑ Clearances

Pay strict attention to any surrounding electrical equipment, overhead wires, receptacles, lighting, or windows when selecting a location for your new pool, spa, or hot tub. There are minimum clearances pertaining to all of these.

☑ Barrier Requirements

Outdoor swimming pools, either above-ground or in-ground, hot tubs, or spas require a barrier to protect against unauthorized entry. A swimming pool or similar facility creates an attractive temptation to children, including very young children and infants who do not know how to swim. Providing an effective barrier can help reduce the number of accidental deaths or injuries incurred every year as a result of open access to a pool, spa, or hot tub.

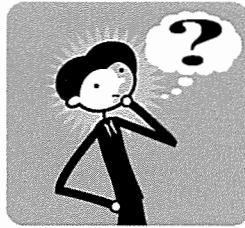
☑ Electrical

Receptacles that provide power for filter motors or other related loads must be GFCI protected and may be located between 5 feet and 10 feet from the inside wall of the pool, hot tub, or spa. Other receptacle location, lighting and bonding must also be addressed.

☑ General

Prior to purchasing or installing a pool, spa or hot tub, please contact the Community Development Department for additional information and permit requirements. In addition to these requirements, any additional caution or care exhibited might save the life of a child!

Frequently Asked Questions



Q: **Whom do I call with rental property questions?**

A: The City of Rolla Community Development Department at (573) 364-5333.

Q: **Should I call my landlord in regards to needed repairs first?**

A: Yes. Should your landlord not make the needed repairs in a timely manner, feel free to call our office and schedule a time when an inspector may come by to survey your property.

Q: **What happens if violations are found?**

A: A notice of violation will be sent to the owner giving them a specified amount of time to make the needed corrections.

Q: **If repairs are needed, is a building permit required?**

A: Maybe, depending upon the type and extent of repairs. Please contact an inspector to see if a permit will be required to make the needed repairs.

Q: **Who is responsible for sanitary conditions of the property?**

A: The occupant is responsible for keeping the residence in a clean and sanitary condition.