

From the Inspection Department

Inspection Tips

- **Initial inspections:** Did you know the schedulers will automatically call you to reschedule a failed move-in inspection? There is no need to call to schedule the next appointment. We will call you as soon as the inspector has returned to the office with your inspection. If you have requested that we "hold" an inspection you will need to contact the schedulers directly, but only if you have a special request. Remember we are able to "hold" an inspection for *only* 45 days (if no inspection has been completed) or until the 30 days following your failed move in. If you need additional time, your client will need to submit a new RTA to our office.
- When we arrive to complete a move-in inspection the home/unit must be in move-in condition; all utilities on and functioning, appliances on site and working properly; all work materials removed from the area/property. If the unit is not in move-in condition we will not complete the inspection; this will count as a failed inspection.
- Please make sound/solid repairs. If we arrive and the repair item is broken, even after you have repaired the item, that item will fail again and cause your rental payment to be abated. If the repair has been made in a sound manner you should not have this issue.
- Smoke alarms must be present and working on all levels of the home. The National Fire Protection Association suggests that you change the batteries at least twice per year. Smoke alarms are to be placed outside the sleeping areas on the ceiling or the wall. If you place the alarm on the wall it must be no farther down than 12" from the ceiling and no closer than 4" to the ceiling. Do not place the alarm in the corner on the ceiling. Please do not place smoke alarms in the kitchen area, smoke alarms must be placed no closer than 3' to a kitchen area; this also applies to the bathroom area no closer than 3'. Basement smoke alarms must be placed on the bottom of a joist in a horizontal position, not between the joists in a vertical manner. Smoke alarm batteries are the responsibility of the landlord.
- For surfaces made of drywall/plaster that has failed, the correct repair would be drywall, mud, and/ or plaster followed by 2 coats of EPA approved paint. This must be completed prior to the reinspection date.
- The correct repair for leak would be to stop the leak *and* repair damaged surface. Scrape the area damaged by water, removing all paint, plaster, drywall chips and cover with 2 coats of approvable paint.
- When completing repairs to painted and/or damaged surfaces you have the potential of exposing lead hazards to the family. Please follow the "Lead-Based Paint Clearance Landlord Information" package for specific directions on lead safe work practices. If you have any questions please contact us immediately for clarification.
- The yard is part of our inspections. If we find garbage, debris, tree limbs, old mattresses, cars, etc, these are all fail items. All cars on the property must have legal license plates or be removed from the property. All winter yard waste (limbs/leaves) need to be removed, and garbage/trash must be stored in appropriate containers and removed from the property during weekly scheduled trash pick-up.
- Garage/Carports are included in the inspection process. Be sure all areas are reviewed prior to our inspection.
- Any railing currently present or updated with renovations must be at least 36" in height. This item covers interior railings and exterior railings around porches, decks, patios and at the top of a stairwell, around a balcony etc.
- If your client is to provide the appliances, each appliance must be in proper working order. If the appliance should break down or become in need of repair, that appliance must be made to work as it has been designed. If the tenant is unable to complete that repair you may complete the repair and charge reasonable expenses for that repair. **You may not replace that item for the renter unless you request a change to the contract.** The person designated as supplying the appliance is receiving an allowance for that appliance and changes require a contract change.
- Our weather deferment season is rapidly coming to an end; please visit your properties now to determine if any exterior painting will be required at your next annual inspection. Weather deferments will end May 14, 2007; if you have an exterior fail item on or after May 14th you will need to have those items corrected at the reinspection 28 days later.

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