

Additional Requirements for SHORT TERM RENTALS:

The following items have been added to Chapter 14, and compliance is required:

- ❖ The assigned property address of the short-term rental shall be prominently displayed so that the address of the home can be easily identified in the event of an emergency. The address shall be at least 4 inches tall and located:
 - In the back yard, pool area and any other outdoor recreation area; AND
 - In the kitchen or other location in the main portion of the home.
- ❖ One (1) off-street parking space shall be provided.
- ❖ An all-purpose fire extinguisher shall be provided. It must be visible, accessible, properly maintained and not expired. It must have a minimum rating of "2A 10B"
- ❖ The contact information for the owner or local agent shall be clearly displayed at the property and provided to all renters.

Don't forget to:

- Maintain liability insurance that covers short term rental use and claims from short term occupants;
- Provide contact information to your surrounding neighbors;
- Include a crime-free addendum with all of your rental agreements;
- Provide your certificate number in all advertisements.

Questions?

Phone – 616.355.1330

Fax – 616-546-7058

Email – cns@cityofholland.com

PREPARE FOR YOUR INSPECTION

A **Housing Inspection Checklist** is provided as a guide. It is not a complete list of all possible violations but includes commonly found violations. Use this list to prepare for your inspection.

Did your licensed contractor get a permit and final inspection for the new furnace, water heater, electrical wiring &/or plumbing fixtures? We will check!

Please see the "Rental Inspection Fee Schedule & Information" Brochure for more information on **Rentals**.

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HOUSING INSPECTION INFORMATION

- ❖ Short Term Rentals
- ❖ Home Businesses
- ❖ Foreclosed Homes
- ❖ Complaints
- ❖ Referrals
- ❖ Requests

A Guide for
All Property Owners & Residents

Inside & Outside:

- Street numbers must be 4 inches tall and visible from the road.
- Siding – check for peeling paint, broken boards, missing corner pieces.
- Window & Door Trim / Frames - check for peeling paint, deteriorated frames, broken boards.
- Make sure all steps, decks and landings are in good condition and safe to use.
- Graspable handrails are required on all sets of stairs with 5 or more steps (including the step into the house).
- Protective guardrails are required on porches, balconies and stairs more than 30 inches above the ground. Guardrails must be secure, in good condition, 30 – 38 inches tall and spaced so a 4 inch sphere cannot fit through.
- Storage of garbage, rubbish, unused household materials.
- Repair broken fences.
- Replace cracked / broken window panes. House windows must be glass. Basement windows may be plexi-glass. No boards over windows.
- Patch cracks and holes in the foundation.
- Driveways & sidewalks in good condition with no holes or trip hazards.
- All exterior doors must have a deadbolt lock.
- Check for light and air leaks around exterior doors. Install weather-stripping.
- Window screens (on openable windows) & storm doors should be in good condition, with no damage, and working hardware.

Basement / Utility Room:

- Make sure the dryer is vented outside **with a metal vent hose**. Aluminum is not allowed.
- The washer must be properly hooked up with an approved standpipe for discharge.
- 100 amp electrical service panel with breakers.
- Sleeping in the basement is prohibited!*

Throughout the house:

- All ground floor windows have locks.
- Is the bathroom ventilation adequate & working? (Openable window or vent fan.)
- All walls and ceilings are in good condition with no holes, peeling paint, peeling wallpaper.
- All floor coverings are properly installed, and maintained in good condition with no rips, tears or tripping hazards.
- Check for cover plates on outlets, switches and junction boxes.
- Check for ungrounded 3-prong outlets. (Must be grounded, GFI protected or original 2 prong.)
- Closet light fixtures - Incandescent fixtures, 12 inch clearance from any shelf or clothing. Fluorescent fixtures, 6 inch clearance from any shelf or clothing.
- Make sure the smoke detectors have new batteries, are properly installed and working.
- Required duplex outlets: Bedroom, living room, dining room - a minimum of 2 on separate walls. Kitchen - a minimum of 4, with 2 along the counter. Bathroom - duplex GFI adjacent to the sink.
- In a multi-family – make sure the fire doors self-close and latch.

- In an older home – make sure the skeleton key locks are removed or disabled. (All doors throughout the house.)
- Interior doors are in good condition with working hardware.
- Check for plumbing leaks at the faucet and trap.
- Make sure all drains are working properly.
- Check to make sure the toilet is working properly and secured to the floor.

Other:

- Each room must have adequate heat. Portable heaters are not allowed.
- A licensed mechanical contractor must inspect the heating system. Provide a copy of this inspection report (conducted within the past 12 months). (Not required for electric heat pumps & other approved electric heating units.)
- Seven foot minimum ceiling height, 7 foot minimum room width for bedrooms.
- Maximum occupant load based on the size of the rooms. No more than 4 unrelated occupants.
- Is the house / apartment clean? Are there insect or rodent problems? Is the yard maintained?
- Did your licensed contractor get a permit and final inspection for the new furnace, water heater, electrical wiring &/or plumbing fixtures?

This list contains commonly found violations. It is not intended to be a comprehensive list of all violations that could occur.

Questions?

Contact us at 616-355-1330 or cns@cityofholland.com or visit our website at www.cityofholland.com