

CODE UPDATES:

Recent changes were made to the Property-Maintenance Code to encourage maintenance:

- * Mandatory deadbolts on entry doors of rental properties
- * No more boards over basement windows
- * All repairs/installations must be made in a "workmanlike" manner.

To view a copy of the Code, go to the Housing & Neighborhoods section of www.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!

Questions?

Phone – 616.355.1330

Fax – 616-546-7058

Email – cns@cityofholland.com

THE CITY OF HOLLAND WEBSITE IS A GREAT TOOL:

WWW.CITYOFHOLLAND.COM

- HOUSING & INSPECTION PROGRAM
- RENTAL HOUSING REGISTRATION
- ONLINE RENTAL PAYMENTS
- TENANT/LANDLORD INFORMATION
- HOUSING-PROPERTY MAINTENANCE CODE
- PERMIT INFORMATION
- CODE ENFORCEMENT



Holland
MICHIGAN

RENTAL Inspection Fee Schedule & Information

A GUIDE FOR LANDLORDS

City of Holland
Community & Neighborhood
Services

RENTAL FEE SCHEDULE:

| | |
|-----------------------------------|-----------|
| * Annual Permit | \$85.00 |
| * Annual Permit-each add'l unit | \$40.00 |
| * Initial Inspection Visit | No Charge |
| * First Re-Inspection (per unit) | \$50.00 |
| * Second Re-Inspection (per unit) | \$100.00 |
| * Third Re-Inspection (per unit) | \$150.00 |
| * Attorney Warning Letter | \$600.00 |
| * Complaint Inspection | \$ 50.00 |

Before returning a tenant's security deposit, please be sure to check for outstanding balances

BPW: 616-355-1500

Chef Container: 616-795-4723

City of Holland: 616-355-1330

Failure to do so could lead to a lien on your property and you could be liable for the amounts past due.

City of Holland
270 S. River Ave.
Holland, MI 49423
616-355-1330

City of Holland ~ Housing Inspection Checklist

Use this checklist, as a guide, to prepare for your housing inspection.

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.
- 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.
- Restrictions on number of occupants. Call for details (616) 355-1330.
- 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 visit our website at www.cityofholland.com.

