

RESOLUTION NO. NS-28,300

RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SANTA CRUZ
ADOPTING CHECKLISTS FOR RESIDENTIAL RENTAL
DWELLING UNIT INSPECTION PROGRAM

WHEREAS, on August 3, 2010, the City Council introduced for publication Ordinance No. 2010-17 amending Title 21 of the Santa Cruz Municipal Code adding Chapter 21.06 regarding a citywide residential rental inspection and maintenance program and, as part of the motion, staff was directed to bring back to the City Council for adoption by resolution, the checklists which would be used for the rental inspection by the property owner for self-certification and the City rental inspector; and

WHEREAS, the City Council conducted a public hearing on September 7, 2010 to approve amendments to Title 21 to create the Residential Rental Dwelling Unit Inspection and Maintenance Program and reaffirmed said action on September 14, 2010; and

WHEREAS, staff contacted and worked with interested parties in developing the rental inspection checklists as directed by the City Council.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Santa Cruz that the self-certification checklist (attached hereto as Exhibit "A") and the rental inspector checklist (attached hereto as Exhibit "B") are hereby adopted.


PASSED AND ADOPTED this 23rd day of November, 2010, by the following vote:

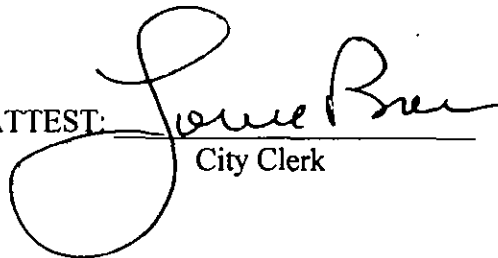
AYES: Councilmembers Lane, Mathews, Beiers, Robinson; Vice Mayor Coonerty; Mayor Rotkin.

NOES: Councilmember Madrigal.

ABSENT: None.

DISQUALIFIED: None.

APPROVED: 
Mayor

ATTEST: 
City Clerk



RESOLUTION NO. NS-28,230 EXHIBIT A

City of Santa Cruz
RESIDENTIAL RENTAL DWELLING UNIT INSPECTION MAINTENANCE PROGRAM
SELF-CERTIFICATION CHECKLIST
 Planning and Community Development Department
 831-420-5100

Exterior Inspection – PART I: Building/Unit Identification (Print legibly)
Property Owner Name: _____
Property Address: _____

Check the box next to each item ONLY if the item is found to be in compliance or write N/A in comment box if item is not applicable to your project

<i>Exterior Checklist</i>	<i>Comments</i>
<input type="checkbox"/> Legible and Visible address number and unit identification (Address numbers clearly visible from street/number or letters for units- minimum 4 in high, if new)	
<input type="checkbox"/> Storage of Junk and rubbish and/or overgrown vegetation (Household trash, tires, scrap wood, scrap metal, etc. shall be stored and protected in an orderly fashion as to not be an attractive nuisance- Property must be clear from any overgrown/dry vegetation and/or weeds capable of being ignited and endangering the property)	
<input type="checkbox"/> Dumpsters/Trash Cans (Must be in enclosure if provided/stored out of public right-of-way/ free from trash overflow)	
<input type="checkbox"/> Inoperable/Unregistered Vehicles (Inoperable vehicles must be stored out of the front yard or exterior side yard and on a paved surface)	
<input type="checkbox"/> Foundation Vent Screens/Crawl Space Covers (Spaces must be properly covered Screens must be in good working condition)	
<input type="checkbox"/> Roof (Must be free from any visible holes or penetrations that allows outside elements - rain & cold - in and heated air out.)	
<input type="checkbox"/> Stairways – Landings/treads/risers/balusters (Should be in good condition/free from visible structural defects (loose threads, missing balusters or handrails, rotting or deteriorating materials) and anything that could cause a trip or fall hazard)	
<input type="checkbox"/> Fire Extinguishers – Multi-Family Only – 3 or more units (Must be properly serviced, labeled, and stored – minimum size 2A10-BC)	
<input type="checkbox"/> Fire Sprinkler System – Multi-Family Only – 3 or more units (If provided – Certification of 5 year inspection required)	
<input type="checkbox"/> Exterior Lighting (Approved lighting fixtures at entrance/exiting doors, all exterior hallways, as applicable)	
<input type="checkbox"/> Infestation (Property must be clear of all infestations - insect, rodent, etc)	
<input type="checkbox"/> Electrical/Gas Meters – Multi-Family Only – 3 or more units (Must have proper labeling, be properly protected, and must not be tampered with Utilities in an exterior closet or room may require signage)	
<input type="checkbox"/> Electrical Panel (Must have a panel cover and breakers labeled with appropriate identification, as applicable)	
<input type="checkbox"/> Exterior Walkways/Exit Passageways/Common Areas (Must remain clear at all times and in a safe and sanitary condition)	
<input type="checkbox"/> Water Heaters (Must have proper strapping, proper drain lines, and venting)	
<input type="checkbox"/> Existing Fire Lanes clearly marked (Signage or paint or both needed)	

I certify that I have inspected the aforementioned unit and that the information above is true and correct to the best of my knowledge. (Please send original to City of Santa Cruz and keep a copy for your files.)

Name (Please print): _____ Signature: _____

Relationship to the Property: _____

Phone Number: _____ Date: _____



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City of Santa Cruz
RESIDENTIAL RENTAL DWELLING UNIT INSPECTION MAINTENANCE PROGRAM
SELF-CERTIFICATION CHECKLIST
 Planning and Community Development Department 831-420-5100

Interior Inspection – PART II: Unit Identification (Print legibly)

Property Owner Name:

Property Address:

Unit Number:

Check the box next to each item **ONLY** if the item is found to be in compliance or write **N/A** in comment box if item is not applicable to the unit

<i>Interior Checklist</i>	<i>Comments</i>
<input type="checkbox"/> Hot/Cold Running Water (Unit must have hot and cold running water)	
<input type="checkbox"/> Electrical Power (Unit must have electrical power)	
<input type="checkbox"/> Heat (Unit must have a functioning adequate heating source – This excludes portable heating units)	
<input type="checkbox"/> Sewage System (Unit must have a functioning sewage system and must be clear of any surfacing sewage indoors or outdoors)	
<input type="checkbox"/> Entry Doors (Must be in good condition – Locks on doors must not exceed 48” in height, unless otherwise allowed. No double key lock on entry door)	
<input type="checkbox"/> Exits (One main door per unit & escape/rescue window per bedroom. There must not be any double key locks on any exit doors throughout the unit)	
<input type="checkbox"/> Infestation (Unit must be clear of any infestations – insect, rodent, etc.)	
<input type="checkbox"/> Smoke Detectors (Must be working and located in hallways leading to rooms used for sleeping or installed and maintained in compliance with Code in effect at time of installation)	
<input type="checkbox"/> Mechanical (All mechanical equipment in the unit must properly function including: appliances, venting systems, thermostats, air conditioning unit – if provided, etc.)	
<input type="checkbox"/> Electrical (All wiring and electrical components must be in good working condition – no spliced wiring, no exposed wiring, and all outlets and switch plates must have appropriate coverings/GFCI in bath and kitchen operational, if applicable)	
<input type="checkbox"/> Plumbing (Unit must have proper plumbing throughout unit – sink, toilet, bathtub or shower, no leaks, must have P-traps, toilets must be secured to ground and sinks must be secured to walls, etc.)	
<input type="checkbox"/> Counter and Sink Surfaces (Are required in kitchen)	
<input type="checkbox"/> Windows (All windows must have adequate weather protection – no broken glass/plastic coverings, etc. - be in good condition and have locking mechanisms that function without use of key or special knowledge. If window bars or screens are present they too must function without use of key or special knowledge.)	
<input type="checkbox"/> Flooring (Floors must not be in a defective or deteriorating condition that could cause a trip or fall hazard or impact sub-flooring)	
<input type="checkbox"/> Sub-flooring (Must be in good condition without buckling or sagging which suggests structural defects)	
<input type="checkbox"/> Walls (Must be good habitable condition clear of large holes, missing sections, etc.)	
<input type="checkbox"/> Ceiling (Must be in good repair, must not be collapsing, buckling or sagging suggesting structural defects or roof leakage)	

RESOLUTION NO. NS-28,230 EXHIBIT B



City of Santa Cruz
RESIDENTIAL RENTAL DWELLING UNIT INSPECTION MAINTENANCE PROGRAM
RENTAL INSPECTOR CHECKLIST
 Planning and Community Development Department 831-420-5100

Exterior Inspection* – PART I: Building/Unit Identification (Print legibly)
Property Owner Name:
Property Address:

Check the box next to each item ONLY if the item is found to be in compliance. Write N/A in comment box if item is not applicable to property.

<i>Exterior Checklist</i>	<i>Comments</i>
<input type="checkbox"/> Legible and Visible address number and unit identification (Address numbers clearly visible from street/number or letters for units- minimum 4 in high, if new)	
<input type="checkbox"/> Storage of Junk and rubbish and/or overgrown vegetation (Household trash, tires, scrap wood, scrap metal, etc. shall be stored and protected in an orderly fashion as to not be an attractive nuisance - Property must be clear from any overgrowth/dry vegetation and/or weeds capable of being ignited and endangering the property)	
<input type="checkbox"/> Dumpsters/Trash Cans (Must be in enclosure if provided/stored out of public right-of-way/ free from trash overflow)	
<input type="checkbox"/> Inoperable/Unregistered Vehicles (Inoperable vehicles must be stored out of the front yard or exterior side yard and on a paved surface)	
<input type="checkbox"/> Foundation Vent Screens/Crawl Space Covers (Spaces must be properly covered Screens must be in good working condition)	
<input type="checkbox"/> Roof (Must be free from any visible holes or penetrations that allows outside elements - rain & cold - in and heated air out)	
<input type="checkbox"/> Stairways – Landings/treads/risers/balusters (Should be in good condition/free from visible structural defects (loose threads, missing balusters or handrails, rotting or deteriorating materials) and anything that could cause a trip or fall hazard.)	
<input type="checkbox"/> Fire Extinguishers – Multi-Family Only – 3 or more units (Must be properly serviced, labeled, and stored - minimum size 2A10-BC)	
<input type="checkbox"/> Fire Sprinkler System – Multi-Family Only – 3 or more units (If provided – Certification of 5 year inspection required)	
<input type="checkbox"/> Exterior Lighting (Approved lighting fixtures at entrance/exiting doors, all exterior hallways, as applicable)	
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<input type="checkbox"/> Electrical/Gas Meters – Multi-Family Only – 3 or more units (Must have proper labeling, be properly protected, and must not be tampered with Utilities in an exterior closet or room may require signage)	
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<input type="checkbox"/> Water Heaters (Must have proper strapping, proper drain lines, and venting)	
<input type="checkbox"/> Existing Fire Lanes clearly marked (Signage or paint or both needed)	

* Zoning Code issues may be identified during the inspection

I certify that I have inspected the aforementioned unit and that the information above is true and correct to the best of my knowledge.

Inspector's Name (Please print): _____

Phone Number: _____ Date: _____

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RENTAL INSPECTOR CHECKLIST
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Property Owner Name:

Property Address:

Unit Number:

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<input type="checkbox"/> Electrical Power (Unit must have electrical power)	
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<input type="checkbox"/> Entry Doors (Must be in good condition – Locks on doors must not exceed 48" in height, unless otherwise allowed. No double key lock on entry door)	
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<input type="checkbox"/> Plumbing (Unit must have proper plumbing throughout unit – sink, toilet, bathtub or shower, no leaks, must have P-traps, toilets must be secured to ground and sinks must be secured to walls, etc.)	
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Inspector's please note: The City Council's direction to staff is that the City inspections focus on items contained in the checklist and ensure that the inspections address: (a) unpermitted dwelling units; (b) the renting of spaces not intended for habitation; and (c) substandard, overcrowded, unsanitary and unsafe housing conditions that render a housing unit unfit or unsafe for occupancy. Unpermitted construction and construction which is not a code complaint but which does not result in (a), (b) or (c) above shall not be a priority, unless that construction results in neighborhood nuisances.

INSPECTOR NOTES: