

**PROPERTY OWNER
PREPARING FOR YOUR HABITABILITY INSPECTION**

Your rental property will be inspected as is required by the City of Chelsea’s 2014 amended ordinance mandating compliance with Chapter II of the State Sanitary Code. The Inspectional Services Department (ISD) is required by law to enforce this requirement.

In an effort to assist you in preparing for your inspection ahead of time, we are providing you with a list of the most common violations or deficiencies we encounter. Please review these conditions at your property and, if necessary, correct these violations ahead of the inspection, thereby expediting the inspection and limiting or eliminating violations cited.

√	Missing or inoperable smoke and carbon monoxide detectors	√	General Housekeeping (responsibility of tenants)
√	Holes in walls, ceilings, floors, or doors	√	Heating system not functioning properly
√	Evidence of rats, mice, vermin, cockroaches, bedbugs or other common pests	√	Broken or inoperable cabinets in kitchen and bath
√	Peeling, flaking, or chipping paint (interior and exterior)	√	Missing or inoperable “powerstriker” (required in properties with more than 3 units)
√	Broken or missing switch plates and/or receptacle covers	√	Blocked, obstructed, or unsafe second means of egress (lack of hallway lighting, unsafe porches)
√	GFCI Outlets not present at hazardous locations in kitchen and bath	√	Illegal rooming house conditions (hasp locks or keyed locks on bedroom doors)
√	Missing or loose handrails, guardrails, or Balusters	√	Unsafe use of extension cords (too many, under carpets)
√	Broken or inoperable window sashes and locks	√	Overloaded outlets/circuits
√	Broken or missing window screens	√	Broken or inoperable appliances (stoves)
√	Leaky faucets, toilets, and/or drains	√	Overcrowded conditions

Per City Ordinance:

- A landlord is required to notify tenants regarding the inspection, as soon as possible, once it has been scheduled. This must be done in writing. You can use the attached Tenant Notification Form which is also available on the City of Chelsea website.
- You and/or your authorized representative are required to be present at the time of the inspection and tenants may also be present if they so choose.
- You must provide to the Code Enforcement Inspector access to all areas of the property including all units and common areas.

By state law, if you or your tenants are dissatisfied with any Correction Order issued by the Code Enforcement Inspector, either may file an appeal with the Board of Health. This must be done within 7 days of the issuance of the Correction Order.