CITY OF GRESHAM OREGON

Rental Housing Inspection Program ORIENTATION

January 9, 2019

RENTAL HOUSING INSPECTION PROGRAM

Program History

- Feedback to Council on tenant conditions in rental units.
- In December 2007, Gresham City Council voted unanimously to create a new Rental Housing Inspection Program to improve housing conditions and community livability.
- Program was officially implemented in 2008.
- Since then, the mandatory city-wide program has become a model for other communities.

RENTAL HOUSING INSPECTION PROGRAM

Program Structure

- To ensure that residents are living in safe, habitable conditions, the City conducts inspections on residential rental properties in Gresham including single family homes, duplexes, tri-plexes to large complexes.

- Program establishes minimum requirements/standards for interior and exterior conditions and addresses:
  - Health hazards
  - Fire and life-safety
  - Protection from the elements

- Adopts the International Property Maintenance Code published by the ICC (available online).

- Mandatory and complaint components.

GRESHAM REVISED CODE & PROPERTY MAINTENANCE CODE

- Using the *International Property Maintenance Code* as enforced through Chapter 10 of the *Gresham Revised Code*.

- Located at https://greshamoregon.gov/Rental-Inpection-Resources-for-Property-Owners-and-Managers/

City Codes

- Gresham Revised Code
  - Penalties and abatement: Article 7.50
  - Program, fees and penalties: Article 9.55
  - Maintenance code and enforcement fees: Article 10.30
- Property Maintenance Code

SELECTION PROCESS

How are properties selected for Mandatory inspection?

- Rental property list is pulled from the following data sources:

  - ❑ Records from City of Gresham Rental Licensing
    (property owners have obtained a license).

  - ❑ Records from the Multnomah County Tax Assessor's Office
    (any non owner-occupied residences/units where the owner's address differs from the property address).

- Utilizing this data, properties and units are selected using a random statistical sampling.

MANDATORY INSPECTION NOTIFICATION

- Properties are identified and scheduled three weeks in advance.
- Owners/Property managers and tenants are mailed notification upon scheduling.
- City provides owners with consent forms for each unit identified to be inspected.
- Each tenant is sent a consent form in addition to notification.
  - Tenants grant permission for City inspectors to enter their units.
- Owner or representative must be present at inspection.*

*If owner wishes to accompany City Inspector in to the unit, they must post their own 24-hour notice prior to the inspection. The owner may not enter the unit on the City of Gresham tenant consent.

CITY OF GRESHAM

RENTAL HOUSING INSPECTION PROGRAM
503-618-2248 I RentalInspection@greshamoregon.gov
1333 NW Eastman Parkway | Gresham, Oregon 97030

NOTICE OF SCHEDULED
PROPERTY MAINTENANCE CODE INSPECTION

Owner/Owners Agent of Property:	Case No.: **CASENO**
CENAME	
CEADR1	Date: **ACTDTE**
CECITY, CEST CENZIP	
	Inspection Date: **FOTHRD**

Property Address: **CECADD**
LOCCSZ

Dear Owner:

AGENT COPY: You are receiving a copy of this notice as the owner's agent. This notice and listed attachments have been sent to the owner on file as recorded with the Multnomah County Tax Assessor's Office. Please contact the owner regarding this inspection.

The residential rental property listed above has been randomly identified for interior and exterior inspection on **FOTHRD** to ensure compliance with the City's Property Maintenance Code. Notices and the completed checklists will be sent after each inspection only for the interior and/or exterior that has violations.

You may call (503) 618-2248 to schedule a time for the inspection to begin between 9:00 a.m.-12:00 p.m. The property owner/agent is required to be on site that day.

Please complete the following steps by RSPDAT:

1. **Complete/tear off the Property Owner Use section** of the Notice of Rental Inspection enclosed for the selected units
2. **Post or mail the top portion** of the Notice of Rental Inspection at/to each selected unit
3. **Complete the Owner/Agent Contact Form**
4. **Mail** the following in the envelope provided
   - ✓ All owner use sections of the Notice of Rental Inspection
   - ✓ Owner/Agent Contact Form

A separate letter and consent form have been sent to the tenant that explains the inspection process and asks for their cooperation in forwarding a completed consent form.

We look forward to working with you. If you have any questions, please feel free to contact us at (503) 618-2248 or email Rentalinspection@greshamoregon.gov.

Thank you in advance for your cooperation.

Enclosures:
- Notice of Inspection
- Owner/Agent Contact Form
- Rental Housing Inspection Checklist Sample

INSPECTION TIMELINE
(Mandatory and Complaint)

- First inspection:
  - If violations are found, a 30-day notice is issued.
  - Exception, fire/life-safety/rodents, then a 3 or 7 day notice is issued.
- Second inspection at 30 days: (or sooner, depending on violations)
  - If violations resolved, close case.
  - If violations remain, another 30 day Civil Penalty Warning is issued (note exceptions above).
- Third inspection at 30 days: (or sooner, depending on violations)
  - If violations are resolved, close case.
  - If violations remain, Civil Penalty may be issued.

*If penalties are issued, inspections go to every two weeks until case is closed.

INSPECTION PROCESS & DOCUMENTATION

What happens during the inspection?

- A checklist of criteria will be utilized during the inspection to determine any violations of the Property Maintenance Code (PMC).
- Inspector will complete the checklist for each unit inspected as well as the exterior of the building.
- Inspector will work with the property owner or manager and tenant during the course of the case to resolve any outstanding violations.
- Once the violations are resolved (or if no violations found), the owner and tenant will receive notification that the case has been closed.

INSPECTION CHECKLISTS

Interior Checklist

- A checklist of criteria will be utilized during the inspection to determine any violations of the Property Maintenance Code (PMC).
- The checklist we use was initially created in partnership with a stakeholder group, and then revised about four years ago.
- The checklist you receive will look different because it will only contain violations found on your property.
- Each violation has a code reference you can find in the PMC, and specific notes from the inspector about your property

CITY OF GRESHAM – RENTAL HOUSING INSPECTION PROGRAM
1333 NW Eastman Parkway, Gresham, OR 97030 – Phone: (503) 618-2248

PROPERTY:	CASE NUMBER:
INSPECTION:	INSPECTOR:
INSPECTION DATE:	Property Owner:
(Owner/Agent on site during inspection?)	

PROPERTY MAINTENANCE NOTICE
INTERIOR INSPECTION CHECKLIST
Where noted (*) one or more building permits may be required. To verify permit requirements, contact the City of Gresham Permit Center at (503) 618-2845.
All required permit inspections must be completed and approved before the relevant violation(s) can be considered resolved.

General Interior

Violation	Comments
▪ Presence of insect and/or rodent infestation *(IPMC 308.1)*	
▪ Surface(s) significantly decayed, defective, or in damaged condition *(IPMC 305.3)*	
▪ Visible significant presence of mold, dampness, water damage *(IPMC 305.3.1)*	
▪ Appliance(s) not in safe working condition *(IPMC 603.1)*	

Smoke Detector/Carbon Monoxide Detector

Violation	Smoke Detectors	Carbon Monoxide Detector	Comments
Not operational	☐ *(IPMC 704.1)*	☐ *(ORSC R315.4.1)*	
Improper number	☐ *(IPMC 704.2)*	☐ *(ORSC R315.2)*	
Improper location	☐ *(IPMC 704.2)*	☐ *(ORSC R315.2)*	
Battery taken out	☐ *(IPMC 704.1)*	☐ *(ORSC R315.4.1)*	

Emergency Exits

Violation	Comments
▪ Unsafe, non-continuous and /or obstructed path to the public right of way *(IPMC 702.1)*	

Interior Stairs

Violation	Comments
▪ Not in sound condition or in disrepair *(IPMC 305.4)*	

Interior Handrails/Guardrails

Violation	Comments
▪ In disrepair/Not firmly fastened *(IPMC 305.5)*	
▪ Not capable of supporting normally imposed loads *(IPMC 305.5)*	
▪ Handrail measured height <30" or >42" *(IPMC 305.1)*	
▪ Guardrail measured height <30" *(IPMC 305.1)*	

Front/Back Doors

Violation	Comments
▪ Not operational/Not in sound condition/In need of repair *(IPMC 304.15 & 304.13)*	
▪ No deadbolt lock installed / Lock installed	

Gresham Rental Housing Inspection Program: Interior Inspection Checklist Page 1
GRC 10.30.035 adopts and amends the International Property Maintenance Code, 2006 Edition ("IPMC"). All references to IPMC code sections can be found on line at www.greshamoregon.gov/rentalhousing under "Property Maintenance Code."

SAMPLE

*Tenants grant City inspectors consent to enter their units by signing the Tenant Consent Form.

INSPECTION CHECKLISTS

Exterior Checklist

- A checklist of criteria will be utilized during the inspection to determine any violations of the Property Maintenance Code (PMC).
- The checklist you receive will look different because it will only contain violations found on the exterior of your property.
- Each violation has a code reference you can find in the PMC, and specific notes from the inspector about your property.
- If consent is not received to enter the property, the inspection of the exterior will take place from the public right-of-way.

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1333 NW Eastman Parkway, Gresham, OR 97030 – Phone: (503) 618-2248

PROPERTY:	**CASE NUMBER:**
INSPECTION:	**INSPECTOR:**
INSPECTION DATE: (Owner/Agent on site during inspection?)	*Office Use Only: CV*

PROPERTY MAINTENANCE NOTICE
EXTERIOR INSPECTION CHECKLIST
Where noted (*) one or more building permits may be required. To verify permit requirements, contact the City of Gresham Permit Center at (503) 618-2845.
All required permit inspections must be completed and approved before the relevant violation(s) can be considered resolved.

GENERAL

General

Violation	*Comments*
☐ Rental property operating without a rental license. *(GRC 9.55)*	
☐ Sidewalk: Hazardous conditions *(IPMC 302.3)*	

STRUCTURAL

Stairs/Handrails

Violation	*Comments*
☐ In disrepair *(IPMC 304.12)*	
☐ Incapable of supporting normally imposed loads *(IPMC 304.10)*	
☐ Height of railing does not meet code requirements *(Min. 30", Max 42") (IPMC 306.1)*	

Porch/Decks

Violation	*Comments*
☐ Not structurally sound *(IPMC 304.10)*	
☐ In disrepair *(IPMC 304.10)*	
☐ Incapable of supporting normally imposed loads *(IPMC 304.10)*	

Detached Garage/Accessory Structure

Violation	*Comments*
☐ Leaning and in disrepair *(IPMC 302.7)*	
☐ Roof deteriorated or repair needed *(IPMC 302.7)*	
☐ Fencing leaning and in disrepair *(IPMC 304.2)*	

SAMPLE

PROGRAM STATISTICS

Top 10 Violations for 2018
Complaint & Mandatory Inspections

Unmaintained Surfaces	237
(holes in walls/floors, significant decayed cabinets, bare sheetrock, etc)	
Smoke Detector - Improper Number	131
Electrical - Exposed Wiring	115
Plumbing - Hot Water Heater Discharge Pipe	115
Egress Door - Inoperable/Disrepair	111
Handrail - Improper Install/Disrepair	88
Electrical - Outlets Inoperable	82
Mold	81
Electrical - Cover Plate Broken or Missing	76
Smoke Detector - Inoperable	68

TOP 10 = 43% of all violations

CONTACT INFORMATION

Contact

Rental Housing Inspection Program

Phone: 503-618-2248

Fax: 503-618-2333

RentalInspection@GreshamOregon.gov

Gresham City Hall, 1st Floor

1333 NW Eastman Parkway
Gresham, OR 97030

About My Gresham

Report an issue

Request non-emergency services, including:

- Fix a pothole.
- Remove graffiti.
- Report a broken streetlight.
- Ask a question.
- Read in real-time Spanish, Russian and 14 other languages.

Call 911 in a life-threatening emergency.

How it works

1. Ask a question or submit a request.
2. Your request will be routed to the correct person at the City, who will communicate with you directly.
3. You can follow the progress of the request, and you'll be notified when the service is complete.
4. To keep your My Gresham requests private between you and the City, mark your request "private."
5. Information exchanged through My Gresham is subject to the City's public records and disclosure policies.

A mobile tool – get it to go

My Gresham is available as a free mobile app, allowing you to report issues or ask us questions, anytime, anywhere.

- iPhone: Apple App Store
- Android: Google Play