

CITY OF O'FALLON, ILLINOIS
ORDINANCE NO. ____

**AN ORDINANCE ADOPTING AND
ADDING A NEW CHAPTER 120,
"RESIDENTIAL RENTAL LICENSES,"
TO THE CITY CODE OF ORDINANCES**

WHEREAS, the City Council of the City of O'Fallon finds that residential rental properties can in some instances impose special burdens on City public safety services, resulting in increased and repeated police and emergency calls to residential rental properties; and

WHEREAS, the Crime Free Multi-Housing Program is a crime prevention program designed to reduce crime, drugs, and gang activity on rental housing properties; and

WHEREAS, the City Council desires to implement the benefits of the Crime-Free Multi-Housing Program to all residential rental properties within the City and finds it advantageous for participation and compliance to implement such program as a licensing program applicable to owners who operate and maintain residential rental properties; and

WHEREAS, the City Council, after careful and due deliberation, has concluded that adoption and addition of the proposed Chapter 120, "Residential Rental Licenses," to the City Code of Ordinance would be in the interests of the health, safety and welfare of the citizens of the City of O'Fallon.

**NOW THEREFORE, BE IT ORDAINED BY THE MAYOR AND CITY
COUNCIL OF THE CITY OF O'FALLON, ST. CLAIR COUNTY, ILLINOIS AS
FOLLOWS:**

Section 1: The City Code of Ordinances is amended by adopting and adding a new Chapter 120 to the City Code of Ordinances, which is attached as Exhibit 1, and incorporated herein by this reference.

Section 2: Except as expressly amended herein, all other provisions of the City Code of Ordinances shall remain in full force and effect.

Section 3: If any section, subsection, subdivision, paragraph, sentence, clause or phrase of this Ordinance or any part thereof or any portion adopted by reference therein is for any reason held to be unconstitutional or invalid or ineffective by any court of competent

jurisdiction, such decision shall not affect the validity or effectiveness of the remaining portions of this Ordinance, or any part thereof or any portion adopted by reference therein. The City Council hereby declares that it would have passed each section, subsection, subdivision, paragraph, sentence, clause or phrase thereof irrespective of the fact that any one or more sections, subsections, subdivisions, paragraphs, sentences, clauses or phrases be declared unconstitutional, invalid or ineffective.

Section 4: This Ordinance shall be in full force and effect from and after its passage, approval and publication as provided by law.

Passed by the City Council this ___ day of _____ 2010.

ATTEST:
(seal)

Approved by the Mayor this ___ day
of _____ 2010.

Philip A. Goodwin, City Clerk

Gary L. Graham, Mayor

ROLL CALL:	Grogan	McCoskey	True	Polites	Reckamp	Mouser	Snyder	SUB TOTALS
Aye								
Nay								
Absent								

ROLL CALL:	J. Drolet	Bennett	Renner	N. Drolet	Engler	Cozad	Albrecht	SUB TOTALS	SUM OF TOTALS
Aye									
Nay									
Absent									

EXHIBIT 1

Chapter 120, Residential Rental Licenses

CHAPTER 120 -- RESIDENTIAL RENTAL LICENSES

§ 120.01 Residential Rental License Required; Definitions.

- A. No person shall operate Rental Housing or allow Rental Housing owned by them to be operated on their behalf without a current, unrevoked, Residential Rental License issued by the City of O’Fallon in the Owner’s name (and jointly in the operator’s name if different from the owner), specifically licensing such Rental Housing.
- B. *Rental Housing*. For purposes of this Chapter, “Rental Housing” shall constitute any dwelling unit being made available to a tenant in exchange for compensation of any kind. Rental Housing shall also include: (1) lots or pads made available for placement of mobile homes thereon and (2) properties that primarily operate as hotels and motels unless such do not offer and undertake long-term rentals of rooms. Long-term renting of a room for purposes of this Chapter shall be defined as rentals to any person or party that exceed fourteen (14) days in length. Advertisement of such long term rentals will be considered prima facie evidence that the dwellings are “Rental Housing” under this Section.
- C. Exceptions: Rental Housing, for the purposes of this Chapter, shall not include the following:
 - 1. Lawfully operating housing for the elderly that meets the definition of “housing for older persons,” as provided in 42 U.S.C. § 3607.
 - 2. Lawfully operating group homes governed by the Specialized Living Centers Act, 405 ILCS 35/1 et seq., as amended, dealing with the developmentally disabled, and also such other similar non-profit uses governed by state or federal laws, rules or regulations if provided such similar uses are required to be exempted by law.
 - 3. Owner-occupied single-family dwellings having not more than one authorized boarder.
- D. *Owner*. For the purposes of this Chapter, “Owner” shall mean any person, partnership, trust, corporate or business entity, or condominium, townhouse or homeowners’ association that has a fee interest in the Rental Housing. “Owner” shall also include independent operators that operate Rental Housing on behalf of Owners and Residential Rental Licenses shall be issued jointly in the name of both the Owner and the operator, when the operator is not the same person or entity as the Owner.

§ 120.02 Residential Rental License Fee Schedule.

- A. Fees for a Residential Rental License shall be as follows:

Single-family (single family residences for rent)	\$50.00/unit
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Multi-family rental dwellings (individual units for rent)	\$50.00/unit
Long-term rental hotels/motels	\$50.00/room used for long term rental

- B. Multiple dwelling rental complexes and long-term rental hotels/motels will be issued one license for each location authorizing a specific number of identified units. The fee for each license issued will be assessed according to the schedule defined herein.
- C. A group of more than one lots or pads made available for placement of mobile homes thereon under a common ownership or operation, commonly known as a mobile home park, shall be deemed to be a multiple dwelling rental complex for the purposes of this Chapter. Otherwise, a single lot or pad made available for placement of a mobile home that is not within a mobile home park shall be deemed to be single-family dwelling unit.
- D. The full license fee shall be paid at the time of application, unless the first application is made when there are less than six (6) months in the license year remaining, in which case the fee paid on application shall be one-half (1/2) the annual fee prescribed herein. If required fees are not paid within thirty (30) days after the date such fee is due such fees owed shall be increased by \$50.00/unit plus interest on the total owed at 1.5% per month until paid.

§ 120.03 Licensing procedures; standards; inspection.

- A. Residential Rental Licenses shall be issued for a period comprising one (1) calendar year (January 1 through December 31) unless otherwise specifically provided. All licenses shall expire on December 31 next after issuance, unless previously revoked. The license shall not be transferable. A new Residential Rental License must be obtained by a new Owner in the event of a change in ownership of the Rental Housing.
- B. The City is hereby authorized, upon application, to issue new Residential Rental Licenses and renewals thereof in the names of Owners, or if operated by a separate person or entity, jointly in the name of both the operator and Owner of the Rental Housing. No such license shall be issued unless the Rental Housing, including common areas, for which the license is sought is found after inspection to meet all mandatory applicable City of O’Fallon Crime Free Property Inspection Criteria. The City of O’Fallon Crime Free Property Inspection Criteria shall be substantially as attached hereto and incorporated herein and as maintained on file with both the City Clerk and Director of Public Safety, and as may be amended from time to time upon resolution or ordinance of the City. No annual reinspection will be required of Rental Housing with the same Owner and same tenants and no violations described herein. Rental Housing that changes ownership will be required to be reinspected before a new Residential Rental License can be issued. No such license shall be issued unless the Rental Housing is found, after inspection, to meet all applicable requirements of this Chapter and applicable rules and regulations pursuant thereto. Residential inspection requirements of the Residential Rental License program are an independent obligation applicable to Rental Housing and are in addition to not in lieu of occupancy inspections required by the City of O’Fallon’s Property Maintenance Code.

- C. No license shall be issued or renewed unless the Owner has first made application for license on a form provided by the City. The City shall develop such forms and make them available to the public upon request.
- D. No license shall be issued or renewed unless the Owner agrees in the application to such occupancy inspection as may be required to determine whether the Rental Housing in connection with which such license is sought is in compliance with the applicable provisions of City of O'Fallon's Property Maintenance Code and with the applicable rules and regulations pursuant thereto, as outlined in Ordinance 3570.
- E. No license shall be issued or renewed unless the completed application form for each building or group of buildings, identifying the specific units, is accompanied by payment of the appropriate annual license fee as established in this Chapter. When the City determines after an initial inspection that additional follow-up inspections are necessary for enforcement of this Chapter, two (2) additional follow-up inspections for noncompliance shall be granted without charge. In the event more than two (2) follow-up inspections are needed, the Owner shall be assessed a noncompliance inspection service charge provided herein. Payments must be made in full prior to the license being renewed. Failure to pay any balance will serve as grounds to deny further permits or licenses from being issued by the City.
- F. No Residential Rental License shall be issued or renewed for a nonresident Owner, unless such Owner designates in writing to the City the name of the Owner's local agent for the receipt of service or notice of violation of the provisions of this Chapter and for service of process pursuant to this Chapter.
- G. No Residential Rental License shall be issued or renewed for an Owner unless such applicant has first designated an agent for the receipt of service for violations of the provisions of this Chapter, when the Owner is absent from the City for thirty (30) consecutive days or more. Such designation shall be made in writing and shall accompany application for a Residential Rental License identifying the entity taking over as the designated agent. Unless the property has changed ownership, no more than two (2) Residential Rental Licenses shall be permitted to be issued for the same Rental Housing during the same license year.
- H. All Owners applying for a Residential Rental License shall have successfully completed a mandatory Crime Free Multi-Housing Seminar, administered by the O'Fallon Police Department prior to issuance of the license. The Seminar may be attended after application has been submitted and the license will be issued after successful completion.
- I. No Residential Rental License shall be renewed unless an application has been made within sixty (60) days prior to the expiration of the present license. Current Residential Rental License holders will be mailed a notice of renewal more than sixty (60) days prior to the expiration of the present license to ease the renewal process.
- J. No Residential Rental License shall be transferable to another Rental Housing. Every Owner holding a Residential Rental License shall give notice in writing to the City within twenty-four (24) hours after having transferred or otherwise disposed of the legal control of any licensed Rental Housing. Such notice shall include the name and address of the person succeeding to the ownership or control of such Rental Housing.

- K. Whenever, upon inspection of the licensed Rental Housing, the City finds that conditions or practices exist which are in violation of the provisions of this Chapter or of any applicable rules and regulations pursuant thereto, the City shall serve the Owner with notice of such violation in the manner hereinafter provided. Such notice shall state that unless the violations cited are corrected within reasonable time, the operating license may be suspended.
- L. At the end of the time the City has allowed for correction of any violation cited, the City shall reinspect the Rental Housing and if it determines that such conditions have not been corrected, the City may suspend the Residential Rental License pursuant to Section 120.10.
- M. Upon request by the City every Owner of Rental Housing shall provide the City a list of all occupants of their Rental Housing and shall update said list at least every sixty (60) days.

§ 120.04 Crime Free Multi-Housing Program Seminar; Conditional License.

Any Owner of Rental Housing shall attend and complete a City of O'Fallon Crime Free Multi-Housing Program Seminar. The Owner shall attend the Seminar prior to obtaining or being issued a City of O'Fallon Residential Rental License. In the event a City of O'Fallon Crime Free Multi-Housing Program Seminar is not available prior to obtaining the operating license, a conditional license may be issued subject to the Owner attending the City of O'Fallon Crime Free Multi-Housing Program Seminar within three (3) months of issuance of the license. In the event that seminar is not attended within three (3) months, the license shall be void without any need of further action. After the seminar is attended, the license shall be issued for the balance of the year.

§ 120.05 Property Manager.

A property manager shall be considered an agent of the Owner and may attend the Crime-Free Multi-Housing Program Seminar on behalf of an Owner. If a new manager is hired, the new manager shall have three (3) months after hiring to attend the City of O'Fallon Crime Free Multi-Housing Program Seminar.

§ 120.06 Reattendance of Seminar.

Any Owner may be required to reattend the City of O'Fallon Crime Free Multi-Housing Program Seminar after two (2) years if the Crime Free Multi-Housing Coordinator recommends reattendance. The City, in determining whether or not to have the person reattend the Crime Free Multi-Housing Program Seminar shall consider the following:

- (A) If the Rental Housing is at an substantial risk of becoming a nuisance residential rental property as defined in this Chapter, or
- (B) Criminal activity is occurring on the premises and the Owner has failed to initiate eviction proceedings.

§ 120.07 List of Attendees.

The Crime Free Multi-Housing Coordinator, as designated by the Director of Public Safety, shall provide the City with a list of Owners who have attended the City of O’Fallon Crime Free Multi-Housing Program Seminar, with the date of attendance and verification that the Owner has complied with this Chapter and is eligible to obtain, maintain or renew the Residential Rental License.

§ 120.08 Crime Free Lease Addendum. No Owner of Rental Housing may rent or lease Rental Housing without requiring the tenant to sign a Crime Free Lease Addendum as part of any lease executed after the effective date of this ordinance. The clause shall make criminal activity (not limited to violent criminal activity or drug related criminal activity engaged by, facilitated by or permitted by the renter, member of the guest or other party under the control of the renter) a lease violation authorizing eviction. The Owner shall have authority under that clause to initiate an eviction proceeding as specified in the Illinois Compiled Statutes Forcible Entry and Detainer Statutes. Proof by a preponderance of the evidence of criminal violations shall be sufficient for purposes of eviction. The Crime Free Lease Addendum shall be substantially as follows:

“CRIME FREE LEASE ADDENDUM

In addition to all other terms of the lease, landlord and tenant agree as follows:

The tenant, any member of the tenant's household, any guest or any other person or persons associated with the tenant or his or her household, common areas or appurtenances:

1. Shall not engage in any quasi-criminal or criminal activity as defined by local, state or federal law;
2. Shall not engage in any act intended to facilitate any quasi-criminal or criminal activity and/or obstruct or resist law enforcement against criminal activity;
3. Shall not permit and/or allow the dwelling unit, common areas or appurtenances to be used for or facilitate any quasi-criminal or criminal activity as defined by local, state of federal law.

Should the tenant, any member of the tenant's household, any guest or any other person or persons associated with the tenant or his or her household, common areas or appurtenances violate any provisions stated herein, such a violation shall constitute material noncompliance with this lease and shall further constitute grounds for termination of tenancy and eviction.”

§ 120.09 Nuisance Residential Rental Property.

It is hereby declared a nuisance and to be declared against the health, peace and comfort of the City for any property owner, agent or manager to allow or permit the following:

- A. Rental of Rental Housing to a tenant who allows any of the following offenses to occur relating to the tenant, member of the tenant’s household, guest or other party under control of the tenant to occur: murder, kidnapping, aggravated kidnapping, prostitution,

solicitation of prostitution, pandering, obscenity, child pornography, unlawful distribution of harmful materials to a minor, sale of obscene publication, criminal housing management, possession of explosives, unlawful use or possession of weapons, unlawful sale of firearms, unlawful gambling, unlawful keeping of a gambling place, concealing a fugitive, violation of the Illinois Controlled Substances Act, violation of the Cannabis Control Act or commission of any two or more of any other crimes under the State of Illinois or under the Federal Government not specifically listed above.

- B. Rental of Rental Housing to a tenant who allows any of the following offenses to occur relating to the tenant, member of the tenant's household, guest or other party under control of the tenant to occur: commission of four (4) or more City Ordinance Violations related to incidents occurring in or near the rental unit or that tend to affect the quality of life of others living in the immediate area in a six (6) month period or an unreasonably high number of calls for police service including, but not limited to, calls that may fall within the descriptions listed above that when compared to other properties in the City of O'Fallon of similar type, reasonably indicate that the activity at this property is out of character for the area and is impacting the quality of life of those in the area.
- C. Violation by Owner, including any agent, employee, or operator, of any provision of this Chapter, including but not limited to:
 - 1. Failure to maintain Rental Housing in conditions consistent with the Crime Free Property Inspection Criteria.
 - 2. Violations of the Property Maintenance Code.
 - 3. Operating Rental Housing in a manner in contravention of the laws protecting the public health and safety.

§ 120.10 Suspension or Revocation of License.

- A. The City Director of Public Safety may suspend or revoke any license issued hereunder if he or she determines from the report of any City officer or City employee making an inspection, or any other reliable available information, that the licensee has violated this Chapter or permitted a nuisance as set forth in 120.09 to occur.
- B. Any suspension or revocation of a license may be appealed directly to the to the Hearing Officer of the City for review and determination under such rules as provided for appeals to the Hearing Officer under the City Zoning Ordinance, except such appeals shall be filed within fifteen (15) days of the Director's decision. Such suspension or revocation may be stayed by the Director pending the decision of the Hearing Officer unless the Director confirms specifically in writing that public safety may be threatened by such stay.
- C. Any Residential Rental License shall be suspended or revoked for the subject Rental Housing, except where the City determines that only specific units are involved in violations of this Chapter and that the purposes of this Chapter may be effected by limited revocation or suspension, then the suspension or revocation may be limited to only specifically referenced units.
- D. Any Owner whose Residential Rental License has been suspended may not collect rent for the Rental Housing or units for which the suspension or revocation has been issued for the

period of time that such suspension or revocation is in effect under any lease, lease term, or other rental agreement entered into after the effective date of this ordinance.

- E. In addition to any penalties or remedies set forth in this Chapter, the City may deny any occupancy permit or other site permit for Rental Housing for which the Owner is in violation of this Chapter.

§ 120.11 Appeals.

- A. Any Owner may appeal to the Hearing Officer of the City a suspension, revocation, or denial of a Residential Rental License by the Director of Public Safety. Appeal to the Hearing Officer shall be made within fifteen (15) days of the suspension, revocation, or denial complained of by filing with both the Hearing Officer and the Director of Public Safety a written notice of appeal, specifying the grounds thereof.
- B. Any such appeal shall be based solely upon and shall state a claim that: (i) the true intent of Chapter 120 or the rules or regulations adopted pursuant thereto have been incorrectly interpreted, (ii) the provisions of Chapter 120 do not apply, or (iii) criminal violations sufficient to allow for evictions under the Crime Free Lease Addendum were not established with the requisite standard of proof.
- C. For any appeal to the Hearing Officer hereunder, a fee may be charged by the City in an amount as established by the City Council to reimburse the City for reasonable costs of the completed appeals process.
- D. Upon receiving a timely-filed notice of appeal, the Director of Public Safety shall transmit to the Hearing Officer all papers constituting the record upon which the suspension, revocation, or denial was taken.
- E. An appeal shall stay any suspension or revocation appealed from, unless the Director of Public Safety certifies to the Hearing Officer after the notice of appeal has been filed that by reason of facts stated in the certificate, the stay would, in his opinion, cause eminent peril to life, property, or public safety, in which case the suspension or revocation shall not be stayed otherwise than by a restraining order which may be granted by the Hearing Officer or by a Court of Record on application, or notice to the Director of Public Safety and on due cause shown.
- F. The Hearing Officer shall act upon any appeal hereunder within thirty (30) days of receiving a timely-filed notice of appeal by conducting a hearing upon such appeal, except such hearing may be extended to a later date upon application to the Hearing Officer for cause. The hearing shall be conducted according to the following procedures:
 - 1. Hearings conducted by the Hearing Officer shall be open to the public, held at the call of the Hearing Officer and at such times as he or she may determine. Any interested person may appear in person or by duly authorized agent or attorney. All testimony before the Hearing Officer shall be given under oath. The Hearing Officer shall administer oaths and may compel attendance of witnesses. The Hearing Officer shall keep minutes of his or her proceedings and other official actions. The Hearing Officer shall adopt his or her own rules and procedures, not in conflict with this Ordinance or applicable Illinois statutes.
 - 2. The Hearing Officer may reverse or affirm wholly or partly, or may modify or amend the suspension, revocation, or denial appealed from to the extent and in the manner that the Hearing Officer determines is necessary to conform with the intent and requirements of

this Ordinance. Unless otherwise required by law, no challenge to any decision subject to this Section shall be filed in any court until or unless a timely appeal has been filed and prosecuted to completion by the Owner as provided for in this Section so as to establish a final appealable decision.

3. Every decision by the Hearing Officer on an appeal hereunder shall be accompanied by findings of facts and shall refer to any exhibits presented at the hearing upon which the Hearing Officer's decision is based. Such exhibits shall remain a part of the permanent records of the Hearing Officer. The findings of facts shall specify the reason or reasons for Hearing Officer's decision. The terms of the relief granted shall be specifically set forth in a conclusion or statement separate from the findings of fact. Every decision or determination of the Hearing Officer shall immediately be filed with the Director of Public Safety and shall be public record.

§ 120.12 Penalty.

- A. Any person who shall violate the provisions of this Chapter or shall fail to comply with any lawful order pursuant to any section of this Chapter, upon conviction therefore, shall, in addition to any other remedy established herein, be subject to punishment in accordance with the general penalty for violations of ordinances of the City of O'Fallon, Illinois. Each day that such violation or failure to comply continues after issuance of notice by the code official shall constitute a separate offense.
- B. Any person whose Residential Rental License has been suspended or revoked shall be deemed to be in violation of this Chapter, and in addition to any other remedies as may be provided by law, shall be subject to any of the following:
 1. A fine in an amount of not less than \$250.00 and no more than \$1,500.00, per unit for each day the violation exists;
 2. Any and all civil remedies available to the City, including any and all injunctive remedies, that a court of competent jurisdiction may impose.

The City of O'Fallon may seek to enforce this ordinance by seeking any one or more remedies authorized under this Chapter.

§ 120.13 Eviction or Retaliation Prohibited.

It shall be unlawful for an owner to terminate the lease agreement of a tenant or otherwise retaliate against any tenant because that tenant complained to an agent of the City about nuisance activities or violations of law on the Owner's premises. Nothing herein shall preclude an Owner from evicting a tenant or taking other lawful action due to a violation of law or lease provision by the tenant.

EXHIBIT 2
Crime Free Property Inspection Criteria



Crime-Free Property Inspection Criteria

These Crime-Free Property Inspection Criteria are incorporated into Chapter 120, Residential Rental Licenses of the O’Fallon City Code of Ordinances. *Items with an asterisk next to them are **mandatory** and constitute minimum requirements for the issuance of a Residential Rental License required under Chapter 120.* Non-mandatory items not checked were either N/A (not applicable) or N/O (not observed). The findings of this survey are *NOT* guaranteed to make your property “crime proof.” They will, however, reduce the probability of criminal and nuisance activities, if properly applied and maintained.

APARTMENT COMPLEX NAME: _____

APARTMENT COMPLEX ADDRESS: _____

PHONE NUMBER: _____ FAX NUMBER: _____

APARTMENT E-MAIL ADDRESS: _____

CONTACT PERSON: _____ NUMBER OF UNITS: _____

OWNER/MANAGEMENT COMPANY: _____

OWNER/MANAGEMENT COMPANY ADDRESS: _____

INITIAL INSPECTION DATE: _____ RE-INSPECTION REQUIRED?: YES: ____ NO: ____

LIGHTING INSPECTION DATE: _____ RE-INSPECTION REQUIRED?: YES: ____ NO: ____

DATE INSPECTION PASSED: _____

INSPECTING OFFICER: _____

ITEMS	Y	N	OBSERVATIONS	DATE PASSED
GROUND/WALKWAYS/LIGHTING				
(lighting is considered adequate if an average person can see another person on or around a walkway, or would be able to read newspaper headline without additional lighting.)				
1.* Lighting in parking lots				
2. * Lighting at covered parking areas				
3* Lighting along walks and paths				
4.* Lighting in and around mail pickup/delivery areas				
5. * Lighting around dumpster areas				
6.* Lighting at recreation and pool areas				
7.* Lighting at all entry/exit areas				
8. * Shrubs trimmed / thinned to prevent concealment, not obstructing walkways.				
9.* Trees along walks trimmed to minimum 7 foot height and not obstructing walkways.				
10.* Mail and common areas clean and clear of debris				
11.* Removal of all graffiti				
12.* Traffic and parking control signs present and in good condition (if needed)				
BUILDING EXTERIOR				
1.* Street address properly posted				

ITEMS	Y	N	OBSERVATIONS	DATE PASSED
2.* Grounds map displayed (when required)				
3.* All building numbers posted and visible				
4.* All apartment numbers posted and visible				
5.* Landscaping trimmed to take away concealment				
6.* Stairwells and hallways properly illuminated in/around units.				
7* Lighting around buildings unobstructed				
INDIVIDUAL UNITS				
NUMBER OF UNIT INSPECTED _____ (Units inspected should represent all units on property.)				
1.* Lighting at entrance/exit areas				
2.* Lighting fixtures secure and in good working order				
3.* Exterior doors made of solid wood or metal plated				
4.* Deadbolt locks with 1" throw properly installed				
5.* Strike plates installed with 2½" --3" screws				
6.* Eye viewers of 180° or better properly installed				
7.* Secondary locking devices available for sliding windows and doors				
8* Landscaping—not obstructing entrance, patios, stairways and trimmed below window height.				
OFFICE PRACTICES				
ITEMS	Y	N	N/A	COMMENTS
1. CFMH Program certificates posted in view				
2.* Using the Crime Free Addendum				
3. Screening criteria posted.				
4. Issuing Resident's Handbook (Rules & Regulations)				
5.* Doing background checks				
6. Copy of valid photo ID on file.				
7 * Participating in IDL Program				
8. Evictions (recommended in program)				
9. Key control—all master keys are accountable, locks are changed upon change of tenant				
BUILDINGS / UNITS				
1. Alarm systems operational/Tenants trained in use.				
2. Porches and/or balconies clean and in good condition.				
3. Screens, present and in good condition.				
4. Bar B-Q Grills properly stored.				
5. Smoke detectors installed and operational				
6. Fire lanes/curbs properly painted and marked.				
7. Fire exit signs securely mounted, illuminated and in good condition.				

ITEMS	Y	N	N/A	COMMENTS
8. Fire exit paths and walkways clearly marked and free of obstructions.				
9. In public areas, fire exit doors open with path of travel.				
PUBLIC/RECREATIONAL AREAS				
1. All un-registered and abandoned vehicles towed				
2. Speed bumps painted and in good condition				
3. Onsite security. Hours/company.				
4. Security gates at entry points to property				
5. Access control onto the property				
6. All signs securely mounted and in good condition				
7. Building numbers posted on more than one side.				
8. Roof top numbers properly posted				
9. Laundry rooms have good natural surveillance				
10. Adequate locking devices on laundry rooms with doors.				
11. Tot Lots have fencing for security purposes				
12. Playground area properly graded with smooth surface and free of debris				
13. Swings, slides, etc. securely anchored				
14. Playground equipment free of rust, sharp edges, and protrusions				
15. Cleanliness of recreation area(s)				
16. Recreation seating/watch area available				
17. Pool gates open outward and equipped with self closing, self locking devices				
18. Pool fences are prescribed height and in good condition				
19. Pool safety equipment present and in good condition				
20. Pool ladders secure				
21. Pool depth marked				
22. Pool furniture in good condition and in safe locations				
23. Telephone with 9-1-1 access in all recreation areas				
24. Necessary lighting present in recreational areas when in use				
25. Rules and regulations posted, enforced, and in good condition in all recreation areas				
26. Doors, hinges and locks securely mounted and fully operational				
27. Sidewalks level and smooth				
28. Non-skid surface on stair treads				
29. Walks and stairs free of debris and clean				

ITEMS	Y	N	N/A	COMMENTS
30. Handrails in good condition and secured where required				
31. All areas free from exposed wiring				
32. Adequate trash receptacles, trash area clean and free of debris				
33. Additional areas of concern or comments:				

SIGNATURE OF INSPECTING OFFICER: _____ DATE: _____