

Rental Housing Inspection Program

Presented by
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Building Official
City of Lake Jackson

Purpose

Rental Property Registration and inspection is an essential tool for creating a code enforcement system that effectively ensures public health, safety and welfare insofar as they are affected by the continued occupancy and maintenance of structures and premises.

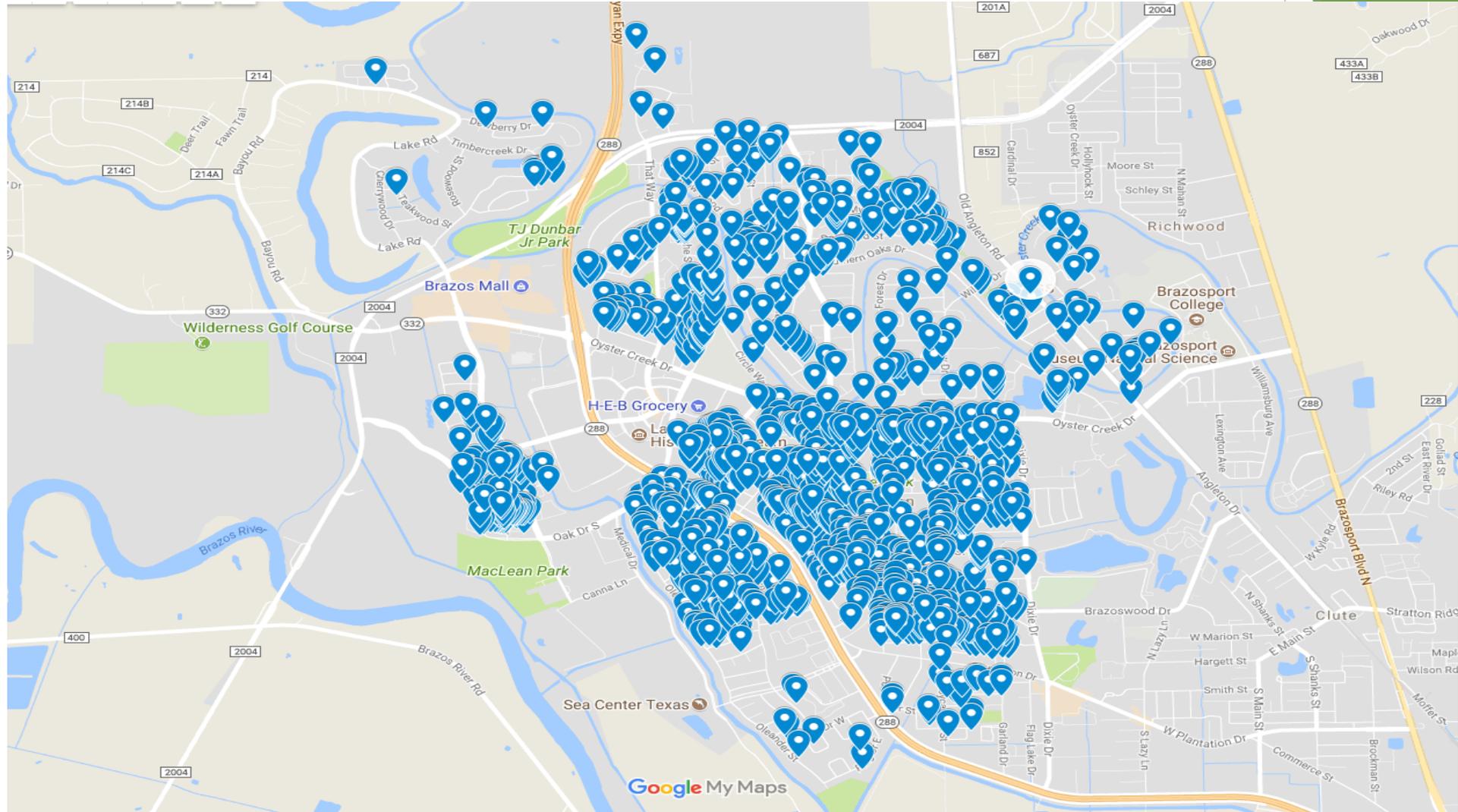
Justification

Lake Jackson Housing Statistics

- 8,817 1 & 2 Family Zoned Properties
- 6,437 w/ Homestead Exemptions.
- 2,380 Non-Homestead
- While Not All are Rentals, that is 27% of the Cities Housing Stock.

Brazoria County Appraisal District and City of Lake Jackson Records.

Map of 1148 Identified Rental Dwellings - As of March 2018



Inspection Form

	CITY OF LAKE JACKSON 25 Oak Drive Lake Jackson, TX 77566 (979) 415-2430 FAX (979) 297-9804 www.lakejackson-tx.gov	INTERIOR INSPECTION
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Property Name:	Bldg#:	Date:	
Address:	Apt#:	Vacant: ()	Occupied: ()

1ST Inspection: 2nd Inspection: 3rd Inspection (\$25 Fee):

"X" Indicates a Deficiency - "COS" indicates Corrected on Site

Floors, Walls & Ceilings <small>IPMC 305.1 / 305.3 / 404.3</small> In good repair No defective surface conditions No water damage Structurally sound	Bathroom <small>IPMC 305.3 / 403.2 / 504.1</small> Properly installed & operating facilities Necessary ventilation* No defective interior surfaces
Stairs and walking surfaces <small>IPMC 305.4 / 305.5 / 306.1</small> Sound condition Handrail & Guardrail securely attached Capable of supporting imposed load	Electrical/Mechanical/Plumbing <small>IPMC Chapters 5 & 6 / NEC2005 / IFC 305.1</small> Properly installed & labeled service panel Properly installed & working outlets Properly installed lighting devices No electrical hazards
Windows & Doors <small>IPMC 304.13 / 304.13.2 / 305.6 / 305.3</small> Free of defects faulty weather stripping, holes, etc. Windows and Doors lock properly. Windows easily open & close and remain open without assistance Screens on all windows All exterior doors must have keyless locking device Unit number present on exterior of door/doorway. Building number visible from parking area.	Kitchen <small>IPMC 305.1 / 404.7</small> Properly installed & working appliances Necessary ventilation Anti Tip Device at the range/oven.
Bedrooms <small>IPMC 402.1 / 404.4 / 404.5 / 605.2</small> Proper egress	Fire Protection <small>IPMC Chapter 7</small> Smoke detectors/alarms properly installed & functioning Smoke detectors/alarms on each level and in each room used for sleeping purposes Fire extinguisher certified annually installed correctly Carbon Monoxide Alarm 1BC 908.7
	Other <small>IPMC Chapters 1, 3 & 6</small> Free of rodent/insect infestation Sanitary conditions A/C return area clean Air vents clean A/C or heater properly working Proper Air Filter Install at Return.

Failed units must have a Re-Inspection before move in

Inspector:	Received By:
Printed Name:	Printed Name:
<i>PASS</i>	<i>FAIL</i>

Floors, Walls, and Ceilings

IPMC 305.1, 305.3, 404.3



In Good Repair



No Defective Surface Conditions



No Water Damage



Structurally Sound

Stairs and Walking Surfaces

IPMC 305.4, 305.5, 306.1

Sound Condition

Capable of Supporting Imposed Loads

Handrail and Guardrail Secured Properly



Windows and Doors

IPMC 304.13, 305.3, 305.6

Free of defects, faulty weather stripping, holes, ect

Windows and doors lock properly

Windows easily open/close and remain open without assistance

Screens on all windows

All exterior doors must have keyless locking devices

Bedrooms have proper emergency escape egress windows





Bathrooms

IPMC 305.3, 403.2, 504.1



Properly installed and operating facilities

Necessary ventilation

No defective interior surfaces



Electrical, Mechanical, Plumbing

IPMC Chapters 5-6, NEC, IFC 305.1



Properly installed and labeled service panel, lighting, and outlets

No electrical hazards



Properly working plumbing/no leaks/all pipes sealed/Hot and Cold running water

Properly working HVAC systems with no hazards





Kitchen

IPMC 305.1, 404.7

Properly installed and working appliances

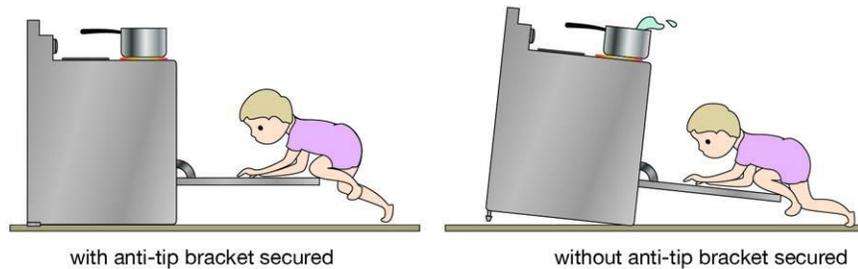
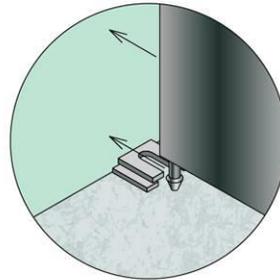
Necessary ventilation

Anti-tip device installed on ranges



Anti-tip brackets

These are used to secure the range to the wall or floor to prevent tipping over and causing serious injury



Fire Protection

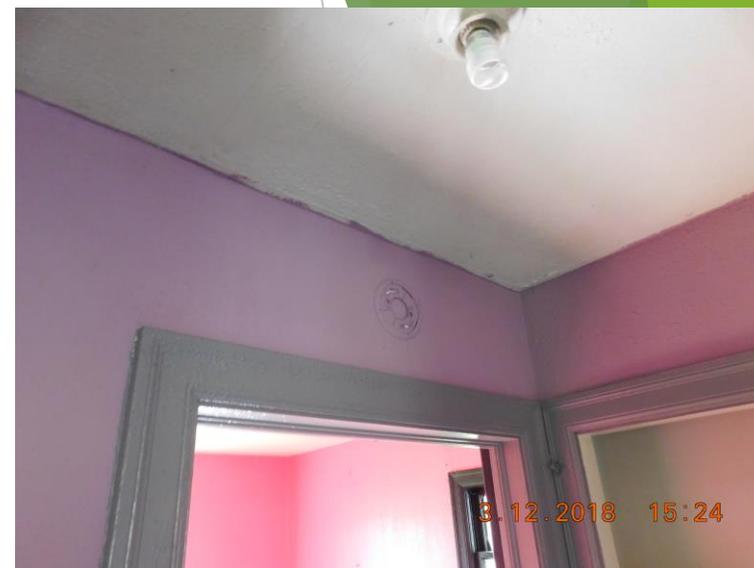
IPMC Chapter 7

Smoke detectors properly installed and functioning

Smoke detectors on each level and in each sleeping room

Fire extinguisher with current certification

Carbon monoxide alarm near sleeping rooms if the dwelling has gas appliances or attached garage



Exterior

IPMC 302, 303, 304

Structural failures

Openings for Vermin



Rotten Siding

Missing Terminations



Other

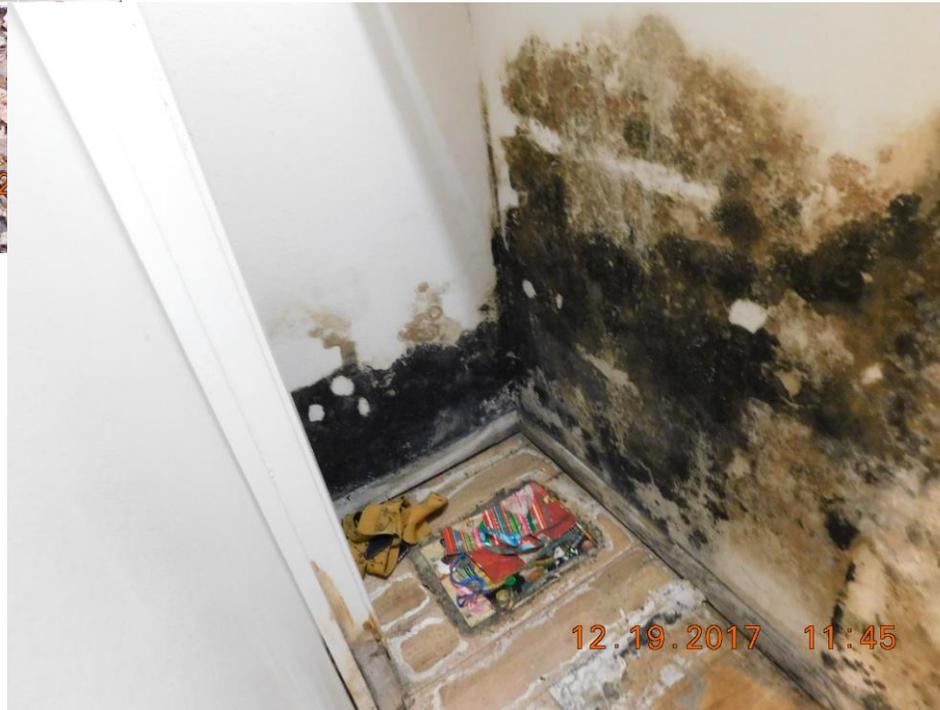
IPMC Chapter 1, 3, 6



Sanitary sewer backups

Evidence of Mildew & Mold

Evidence of Rodent, Bat, Insect Infestation





Bat Infestation

Benefits of the Program

Landlords, Tenants, & the Community Will Benefit by:

- Documenting the conditions of rental properties
- Educate owners & tenants about their rights and responsibilities.
- Ensure that residents are provided with safe and healthy housing.
- Promote safe and healthy homes that protect vulnerable populations such as children and seniors.
- Identify dangerous structures and mitigate hazards.
- Helps maintain a sustainable housing stock in aging neighborhoods.

Registration

Proposed Registration Program

- Each rental dwelling will be required to be registered annually with the City of Lake Jackson and pay a \$24 annual registration fee.
- All registrations will include the name and contact information of the owner and local agent. In case of a corporate owner, than the name of the president shall be listed on the registration form.
- Owners will be required to notify City of Lake Jackson within 5 days of vacancy.

Inspection

Proposed Inspection Program

- All Rental Homes will be required to be inspected prior to being occupied (preoccupancy). No inspection of current occupied homes.
- Inspection will follow the prescribed City of Lake Jackson form as currently used for apartments.
- Initial preoccupancy inspection and 1 re-inspection will be included in the registration fee. Subsequent reinspection's for the same violations will be subject to a fee of \$25.00.
- Failure to inspect prior to occupancy will be subject a penalty as provided in Sec 1-5.
- Inspections of occupied units will be handled on a complaint basis and to the extent of the complaint and fire and life safety items.

Communities with Similar Programs

- Carrollton
- Farmers Branch
- Mesquite
- Richardson
- Manvel
- Missouri City
- Richwood
- Rosenberg
- Sugar Land

Community Comparisons

City	Implementation Year	Fee	Registration Frequency	Inspections	Inspection Fee 1st & 2nd	Inspection Fee 3rd +	Notes
Lake Jackson	2019	\$24	Annual	Pre-Occupancy	\$0	\$25	
Carrollton	2009	\$50	Annual	Pre-Occupancy	\$0	\$50	
Farmers Branch	1983	\$120	Annual	Pre-Occupancy	\$0	\$50	All Changes of Occupants
Mesquite	2005	\$120	3 Year	Pre-Occupancy	\$0	\$50	
Richardson	2011	\$75	Annual	Annual Exterior	\$0	\$50	
Manvel	2013	\$0	Annual	10% Annually	\$0	\$250	30 day late registration penalty
Missouri City	2006	\$50	Annual	Periodic	\$0	\$0	
Richwood	2014	\$25	Annual	Pre-Occupancy	\$0	\$25	
Rosenberg	2015	\$0	Initial & Owner Change	10% Annually	\$0	\$250	30 day late registration penalty
Sugar Land	2007	\$90	Annual	Pre-Occupancy	2 nd \$56.50	\$112.50	

30+ day penalty - Registration \$300 + Mandatory Inspection \$500

Relevance

Why do we need this?

- Some dwellings in Lake Jackson are in need of extensive repairs and do not provide minimum safeguards to protect our residents health and safety and blight the community.
- Many residents do not have knowledge of minimum standards or may fear retaliation from complaints.
- As our neighborhoods and homes age, the need for repair/replacement becomes evident and prudent.
- The city has seen great success with improving the quality and appearance of Multi-Family Apartments since the program was started in 2008.
- The program costs the property owner a nominal \$24 annual fee for each property.
- Fees will raise approximately \$30,000 to help cover the cost of the program and assist in hiring 1 new code enforcement officer (\$59,500) to oversee the program.

Definitions

Proposed Definitions to Ordinance

- Rental Dwelling – A non-owner occupied single family dwelling, duplex, triplex, or condominium, which is under verbal or written contract to another individual or party for compensation.
- Condominium - Condominium is a single dwelling unit with a recordable deed, incorporated into a building with multiple dwelling units with shared ownership of common use areas.
- Contractor – Any individual making improvements to a location that is not their primary residence.
- Improvement – The construction, alteration, modification, repair, or replacement to buildings or building systems.

Proposed Ordinance

Modify Section 14 Division 2 as follows

DIVISION 2. - REGISTRATION AND INSPECTION OF RESIDENTIAL RENTAL DWELLINGS AND MULTI-FAMILY DWELLING COMPLEXES

Sec. 14-191. - Applicability and administration.

(a) This article shall apply to single family dwellings, duplexes, condominiums, and multi-family dwelling complexes with three (3) or more dwelling units.

(b) The building official or his designee shall be responsible for administering and enforcing the provisions of this article.

Sec. 14-192. - Definitions.

Landlord means the owner, operator, lessor, management company, managing agent, or on-site manager of a residential rental dwelling or multi-family dwelling complex.

Rental Dwelling - A non-owner occupied single family dwelling, duplex, triplex, or condominium, which is under verbal or written contract to another individual or party for compensation.

Condominium - Condominium is a single dwelling unit with a recordable deed, incorporated into a building with multiple dwelling units with shared ownership of common use areas.

Contractor - Any individual making improvements to a location that is not their primary residence.

Improvement - The construction, alteration, modification, repair, or replacement to buildings or building systems.

Proposed Ordinance

Modify Section 14 Division 2 as follows

Sec. 14-193. - Registration required.

- (a) The landlord of a **residential rental dwelling and multi-family dwelling** complex with three (3) or more dwelling units shall annually register the complex by January 1 of each calendar year.
- (b) A registration is valid for one calendar year, unless the ownership of the complex changes.
- (c) If a change in ownership of the complex occurs during period the calendar year, the landlord of the complex shall have thirty (30) days from the date of change of ownership to file a new registration.
- (d) The registration shall be on a form prescribed by the building official and shall at a minimum contain the following information about the **residential rental dwelling and multi-family dwelling** complex:
 - (1) The trade name, physical address, business mailing address and total number of units;
 - (2) The names of designated employees or authorized representatives who shall be assigned to respond to emergency conditions and a telephone number where said employees can be contacted during any 24-hour period. Emergency conditions shall include fire, natural disaster, flood, burst pipes, collapse hazard and violent crime;
 - (3) The names, addresses, and telephone numbers of the owner, property manager, resident manager, and registered agent;

Proposed Ordinance

Modify Section 14 Division 2 as follows

- (4) The type of business entity that owns the residential rental dwelling and multi-family dwelling complex;
- (5) The number and type of security systems and fire alarm systems maintained on the premises and the names and telephone numbers of the alarm companies which respond to alarms or relay alarms to emergency services.
- (e) The landlord commits an offense if he or she operates a residential rental dwelling and multi-family dwelling complex with three (3) or more dwelling units which is not currently registered with the building official.

Sec. 14-194. - Residential rental dwelling and Multi-family dwelling complex registration inspection fee.

- (a) A residential rental dwelling and multi-family dwelling complex registration inspection fee of ~~twenty four two dollars (\$2.00)~~ (\$24.00) per unit annually ~~per month~~ will be charged to each residential rental dwelling and multi-family dwelling complex.
- (b) There is no inspection fee for first and second inspections.
- (c) There shall be a charge of twenty-five dollars (\$25.00) for third and subsequent inspections.

Proposed Ordinance

Modify Section 14 Division 2 as follows

Sec. 14-195. - Inspections.

(a) To determine compliance with minimum building and property maintenance standards in accordance with the International Property Maintenance Code and other applicable city codes and to determine compliance with this article, the building official may conduct:

- (1) Periodic inspections;
- (2) Follow-up inspections; and
- (3) Inspections based on indications of code violations, including complaints filed with the building official.

(b) The following areas of a **residential rental dwelling and** multi-family dwelling complex shall be subject to periodic inspection by the building official:

- (1) All building exteriors
- (2) All exterior and interior common areas;
- (3) Vacant dwelling units; and
- (4) Comparative sample of occupied dwelling units upon receipt of consent by the unit's tenant.

Proposed Ordinance

Modify Section 14 Division 2 as follows

- (c) A report listing all vacant units must be provided to the building official upon request.
- (d) Vacant units that have not been inspected within a one-year period or that have been damaged must be inspected by the building official prior to being occupied. If the building official does not respond to the request for a vacant unit inspection within ~~three~~ **five (3)** ~~(5)~~ business days, the unit may be rented. ~~If extenuating circumstances exist, the building official may shorten the above-mentioned time frame from five (5) business days to seventy-two (72) hours.~~

Exception: All units will be inspected upon immediate request by the building official if the building official is able to do so. The building official reserves the right to have up to seventy-two (72) hours to inspect the unit before move in for extenuating circumstances.

- (e) The landlord that fails a periodic inspection shall eliminate all violations identified at the time of the periodic inspection. The landlord must allow follow-up inspections by the building official after a reasonable period of time to determine if the violations have been abated.
- (f) If entry is refused, the building official is authorized to pursue recourse as provided by law, including all rights and authority granted under Article 18.05 of the Vernon's Ann. C.C.P.

Proposed Ordinance

Modify Section 14 Division 2 as follows

Sec. 14-196. - Posting.

Each multi-family unit described herein shall have prominently displayed in a conspicuous, publicly accessible area on the premises of the complex:

- (1) Current and valid registration certificates.
- (2) Signs posted by the owner or owners representative showing the names of designated employees or authorized representatives who shall be assigned to respond to emergency conditions and a telephone number where said employees can be contacted during the 24-hour period.
- (3) A notice for reporting code violations to the city as follows: TO REPORT UNRESOLVED VIOLATIONS OF CITY PROPERTY MAINTENANCE CODE, CONTACT THE BUILDING OFFICIAL AT (979) 415-2430.

Sec. 14-197. - Enforcement.

Nothing in this article prevents the city from pursuing civil and criminal remedies concurrently or availing itself of any other remedy allowed by law.

Questions?