



RENTAL RESIDENTIAL LICENSE PRE-INSPECTION GUIDE FOR LANDLORDS

- ❑ **INTRODUCTION AND DISCLAIMER:** This Pre-Inspection Guide for Landlords is intended to provide a general understanding of the items that city inspectors review during a routine residential rental license inspection. **This checklist is not a complete listing of the items to be inspected. It is meant to serve as a sample of the types of items that will be inspected. Inspectors enforce the Elgin Municipal Code, 1976, as amended (hereinafter the “EMC”), and a complete copy is available at www.cityofelgin.org.** This guide does not replace or supersede the EMC in any manner, and the EMC shall control in the event of any unintentional conflicts.
- ! **TOTAL COMPLIANCE LICENSE EXTENSION:** A rental residential property which is in total compliance at the time of the licensing inspection shall receive a two (2) year extension of the license at no additional charge and with no additional inspections being required, provided the owner or property agent of the rental residential property has successfully completed the landlord training class required under Section 6.37.100 of the EMC.

Licensure: Generally

- ! All rental units must be licensed and inspected.
- ! All landlords must attend one landlord training class, and the cost for the class is \$22. Visit www.cityofelgin.org/landlord or call (847) 931-6001 for more information.
- ! Licenses are good for only one year except a two-year extension will be granted where the inspection finds no code violations and the landlord has completed the landlord training class. In such instances, the one-year license effectively becomes a three-year license at no additional charge.
- ! All work except minor repair requires a permit, and a licensed contractor must perform all electrical, heating, and plumbing work.
- ! Any exterior work performed on buildings designated as historic requires a Certificate of Appropriateness, which can be obtained at the City of Elgin, Community Development Department.
- ! Property owner must notify Community Development Department at (847) 931-5920 with any changes to contact information, ownership, management or agent.

Exterior: Property and Grounds

- ❑ Property clear of grass/weeds taller than 8 inches?
- ❑ Property clear of junk, rubbish, garbage, trash, and otherwise in clean and sanitary condition?
- ❑ Tenants immediately cleaning up pet waste?
- ! Household items shall not be stored outside or upon an open porch.
- ! Commercial vehicles shall not be parked or stored in residential areas.
- ! Automobile repair services are not allowed in residential areas.
- ! Outdoor holiday decorations may be displayed for no more than 60 days.

Exterior: Trash & Recycling Containers

- ❑ Containers covered with close fitting lids?
- ❑ Containers stored at the rear of the house, not in front, along the side, or visible from the street?
- ! Containers shall not be placed on curb before 5 p.m. the night before pick-up and shall be removed no later than 12 hours after pick-up.

Exterior: Walk, Steps, Driveways, and Parking Areas

- Surfaces safe and in sound condition?
- Stair treads and handrails in sound condition?
- Tenants parking on paved parking surface?
- Tenants parking entirely on private property (i.e. not within the tree bank/right-of-way)?

Exterior: Roof and Associated Features

- Roof and shingles in sound condition? Free of leaks?
- Chimney in sound condition?
- Gutters and downspouts free of obstructions or otherwise need repair?
- Canopies or awnings in sound condition? Free of peeling paint or otherwise require scraping and painting?

Exterior: Foundation, Walls, and Siding

- Foundation in sound condition? Free of cracks and holes? Free of peeling paint or otherwise require scraping and painting?
- Exterior walls, soffits, and fascia in sound condition? Free of peeling paint or otherwise require scraping and painting?
- House address numbers clearly visible from the street, at least 5 inches high, and a contrasting color from the surface to which they are mounted?

Exterior: Windows, Screens, Doors, and Frames

- Windows, doors, frames, and trim in sound condition? Free of holes and cracks?
- Windows in good condition, open-able, and remain open without the use of a rod?
- Window screens installed and in good repair?
- Screen doors include self-closing devices?
- Entry door(s) include approved deadbolt lock? Unlock from the inside and without use of a key?
- ! Bars, grills, and grates are not allowed unless they can be released from the inside without the use of keys or tools.
- ! Plastic covering is not allowed on the exterior of any window or porch.

Exterior: Garages, Sheds, Fences, and Walls

- Garages, sheds, fences, walls, and other structures in sound condition? Free of peeling paint and/or rust or otherwise require scraping and painting?
- Garage and shed doors and fence gates in sound and working condition?

Interior: Generally

- Are common areas clean and sanitary?
- Is rental unit clean and sanitary?

- Building free of insects, rodents, and/or other vermin? If not, pests must be exterminated.
- Appliances in good working order?
- Are floors and floor coverings in good condition?
- Are stairs treads and handrails in sound condition?
- ! Attics and basements are generally not considered habitable spaces and cannot be rented or used for sleeping purposes.

Interior: Life/Safety Features

- Smoke detectors installed and working?
- Carbon monoxide detectors installed and working?
- Exit pathways open and not blocked?
- Halls and stairways properly lit?
- Bedrooms include open-able escape windows?

Interior: Electrical System

- Electrical system properly grounded?
- Switches, outlets, and fixtures working and have required cover plates?
- ! Oversized fuses and inappropriate use of extension cords is not allowed.

Interior: Heating System

- Furnace working and properly connected to chimney? Proper clearance around furnace for combustion air provided (to prevent a fire)?
- Gas appliances properly connected to gas supply?
- ! Heat must be maintained at 65°F at all times from October 1 to May 31.
- ! White vinyl venting for gas dryers is not allowed. Flexible foil is allowed only if it is UL listed.

Interior: Plumbing System

- Fixtures work properly and secure? Free of leaks?
- Supply lines solid or braided metal?
- Water pressure proper?
- Hot water at 110°F?
- Water heater vented properly? Pressure relief valve with galvanized discharge pipe within 6 inches of the floor?

For More Information:

Should you have any questions, please contact:

Crystal McGuire, Rental License Coordinator
City of Elgin Community Development Department
150 Dexter Court, Elgin, IL 60120-5555
(847) 931-5920 voice
(847) 931-6790 fax
mcguire_c@cityofelgin.org
www.cityofelgin.org