

**CITY OF LA VISTA**  
**MAYOR AND CITY COUNCIL REPORT**  
**DECEMBER 1, 2009 AGENDA**

<b>Subject:</b>	<b>Type:</b>	<b>Submitted By:</b>
RENTAL HOUSING INSPECTION PROGRAM — DRAFT FORMS	RESOLUTION ORDINANCE ◆ RECEIVE/FILE	ANN BIRCH COMMUNITY DEVELOPMENT DIRECTOR

**SYNOPSIS**

Attached are the forms proposed to be used for the Rental Housing Inspection Program.

**FISCAL IMPACT**

Application fees were waived for the first year; inspection fees will be charged based on the Rental Inspection Program Ordinance and Master Fee Ordinance.

**RECOMMENDATION**

For discussion only.

**BACKGROUND**

Councilmember Sheehan requested copies of the inspection notices that would be sent to the landlords and tenants. The inspection notice form, as well as the other forms and information associated with the program are attached.



## Rental Inspection Property Checklist

In accordance with  
Ordinance #1086, adopting  
IPMC 2006

La Vista City Hall  
8116 Park View Blvd  
La Vista, NE 68128  
402.331.4343  
[www.cityoflavista.org](http://www.cityoflavista.org)  
Hours  
M-Th 8 a.m.-4:30p.m.  
Friday 8 a.m.-Noon



### Other La Vista Numbers

Fire Non-Emergency  
402.331.4748  
Police Non-Emergency  
402.331.1582  
Public Works  
402.331.8927  
Library  
402.537.3900  
Golf Course  
402.339.9147

Community/Recreation Center  
402.331.3455

### Common Questions

*What are the inspection fees?*

There are no fees for the initial inspection. However, a fee of \$50 will apply for each subsequent re-inspection if violations are not corrected.

*Are there additional penalties?*

Failure of the owner, or his designated agent to be present at any inspection will result in a \$100 additional administrative processing fee for rescheduling the inspection.

*How can I find out more information?*

For questions about the City of La Vista Rental Inspection Program, please contact City Hall and speak with someone in Community Development at 402.331.4343.

Reviewing your rental units for compliance with this list could save you from costly re-inspections!  
Rental units include apartments, condos, and single-family homes for rent.

#### Outside

- Are the street numbers visible from the street (2.5' high minimum)?
- Is the exterior (siding and/or paint) in good condition?
- Are all accessory structures (garage, shed, etc.) in good condition?
- Does the roof leak?
- Do all the steps, decks, and landings 30 inches or more above grade have guardrails?
- Are all fences in good repair?
- Are all sidewalks and driveways in safe and sound condition?
- Are the gutters and/or downspouts in a good state of repair and directing the water away from the structure?
- Is the foundation in good repair?
- Is the yard free of junk, trash, or debris? Are there items being stored outside that belong indoors?
- Are there inoperable, junk or unlicensed vehicles on the property?
- Are any swimming pools maintained in a sanitary condition?

#### Throughout the Dwelling

- Are the smoke detectors located inside each bedroom and on every floor level of the structure?

- Are all combustible materials stored at least 3 feet away from sources of ignition?

- Are all exit signs properly illuminated?

#### In the Basement

- Do the exterior doors have deadbolt locks in working order?
- Are all exterior doors weather tight and in good working order?
- Are all storm or screen doors in good condition?
- Are the steps and handrails in good repair?
- In order to be used as a sleeping area, the space must meet the requirements for finished walls and ceilings, ventilation, ceiling height, heating and egress.
- Do clean-out openings and floor drains have proper covers?

#### Doors

- Do the exterior doors have deadbolt locks in working order?
- Are all exterior doors weather tight and in good working order?
- Are all storm or screen doors in good condition?

#### Windows

- Are there any broken or badly cracked windows?
- Are all windows weather tight and in good working condition (capable of remaining open without a means of support)?
- Do the windows have locks in good working order?
- Do the required operable windows have screens without rips, tears or holes?
- Does every sleeping area have an operable window?

#### Walls, Ceilings and Floors

- Are the walls and ceilings properly sealed, free from peeling paint and capable of being maintained in a sanitary condition?
- Is the carpet ripped or torn, or otherwise causing a tripping hazard?
- Do all habitable rooms have ceilings at least 7 feet in height? \*

#### Electrical System

- Does every habitable room have at least two separate outlets? \*
- Are all cover plates for outlets, switches and junction boxes in place?
- Are all switches, outlets and electrical fixtures in good working order?
- Are there any extension cords running through doorways, or under carpets?
- Is there adequate circuitry for the unit?

#### Fire Safety

- Are the smoke detectors located inside each bedroom and on every floor level of the structure?
- Are all combustible materials stored at least 3 feet away from sources of ignition?
- Are all exit signs properly illuminated?

#### Pest Control

- Is the unit free of bugs and/or rodents or been recently exterminated?

#### Plumbing

- Do plumbing fixtures have adequate water pressure and do they operate properly?
- Do any supply or drain lines leak?
- Do all fixtures have proper traps to prevent the infiltration of harmful sewer gases?

#### In the Bathroom

- Any new/updated bathrooms must have ground fault electrical outlets.
- Are all of the bathroom fixtures working properly?
- Is the floor able to be easily maintained in a clean, dry, condition?
- Is there an operable window or adequate mechanical ventilation?

#### Miscellaneous

- Are passageways and stairways in buildings adequately lighted at all times?
- Are there too many people occupying the dwelling (i.e. the kitchen, halls, and bathrooms are not acceptable habitable space)?

#### Mechanical

- Does each room including the bathrooms have adequate heat (at least 65°)?
- Are all combustion gases vented out of the room?
- Are clothes dryers properly vented?

\* Unless constructed under previous regulations.

*Important Note: This list contains commonly found violations. It is not intended to be a comprehensive list of all violations that could occur. If you have questions about a specific situation, please contact City Hall at 402.331.4343 or visit our website at [cityoflavista.org](http://cityoflavista.org).*



**City of La Vista** 8116 Park View Blvd, La Vista, NE 68128 Phone: 402-331-4343 Fax: 402-331-4375  
**Rental Property Inspection Program Registration** [www.cityoflavista.org](http://www.cityoflavista.org)

Please clearly print the following information:

**Part A – Rental Property Information**

**House #, Street Name and Unit #, if applicable:** \_\_\_\_\_

**Lot #:** \_\_\_\_\_ **Subdivision Name:** \_\_\_\_\_

Is this a single-family dwelling?	Yes	No
Is this a duplex?	Yes	No
Is this a dwelling unit WITHIN a townhouse or apartment complex?	Yes	No

**Part B – Owner/Responsible Party Information**

**Property Owner Information**

**Property Owner Name:** \_\_\_\_\_

**Business Name, if applicable:** \_\_\_\_\_

**Address, City, State, Zip:** \_\_\_\_\_

**Business/Cell Phone#:** () \_\_\_\_\_ **Business Fax#:** () \_\_\_\_\_

**E-mail address:** \_\_\_\_\_

**Contact Information of Local Agent, if applicable**

**Name of Local Agent:** \_\_\_\_\_

**Local Agent's Business Name, if applicable:** \_\_\_\_\_

**Address, City, State, Zip:** \_\_\_\_\_

**Business/Cell Phone #:** () \_\_\_\_\_ **Business Fax#:** () \_\_\_\_\_

**Email Address:** \_\_\_\_\_

Failure to register rental property within 30-days after the due date will result in a late charge as per the Master Fee Ordinance. A rental registration certificate will be mailed to the property owner upon completion of all necessary inspections.

The undersigned hereby applies for a rental dwelling license as required by City Code and attests that the subject premises will be operated and maintained according to the City's requirements for rental property and understands they are subject to applicable penalties if not in compliance. The undersigned further agrees that the subject premises may be inspected by the compliance official as provided in the City Code. The applicant further certifies that all statements and facts in this application are true and authorizes the City of La Vista to investigate any or all statements or facts contained herein; acknowledging that misrepresentation or the omission of facts will be cause for the revocation/suspension of the rental dwelling license. I understand that repairs may require permit(s) and if so, I will obtain permits and call for inspections as required. I UNDERSTAND THAT ALL WORK MUST CONFORM TO THE CODES OF THE CITY OF LA VISTA AND THAT CONTRACTORS MUST BE LICENSED WITHIN THE CITY OF LA VISTA.

I certify and declare that I have the authority to and herein provide the information above on this application to the best of my knowledge. I understand that the issuance of this license is conditioned upon compliance at all times with all applicable ordinances, regulations and statutes of the City of La Vista, Nebraska.

Owner's Signature

Please print the name of the signer

Date signed

**Calculate your Rental Fee**

**Multi-family Dwellings:** \$6.00 per unit fee X        (# of units in your complex) = \$        Total

**Single Family Dwellings:** \$50.00 per property, a separate registration is required for each property.

In addition to your particular class of Fees above, you MUST enclose with the return of this application:

1) Your completed application

2) Proof of Pest Control Inspection Results

**Fees will be returned if ALL of the above requested items are not received with your remittance.**

Fee Amount Paid: \_\_\_\_\_ Date Paid: \_\_\_\_\_



# City of La Vista

## Rental Program Inspection Notice to Property Owner/Management and Tenant/Occupant

Notice is herein provided this date to the Property Owner (or his designated representative on file); as well as the Tenant/Occupant at the Rental Property Address shown below.

**OWNER/REPRESENTATIVE ON FILE**

Date of this Notice: **{TodaysDate}**

**{RespPersonInfoName}**

**{RespPersonAddress}**

**{RespPersonCityStateZip}**

**{RespPersonPOBox}**

**TENANT/OCCUPANT**

**TENANT/OCCUPANT**

**{PropertyAddress}**

**{PropertyCityStateZip}**

**{PropertyAddress}**

Rental Property Address:

**This is your Registration #:**

**{CaseNum}**

*Please reference this number when inquiring about this case.*

### **NOTICE OF RECEIPT OF RENTAL PROPERTY REGISTRATION FEES TO PROPERTY OWNER**

The City of La Vista herein acknowledges receipt of Rental Inspection Program Registration Fee/s as well as required documentation for the property addressed as indicated above.

### **NOTICE OF RENTAL PROPERTY INSPECTION APPOINTMENT TO OWNER AND OCCUPANT**

The City of La Vista enacted Section 150.6 of the La Vista Municipal code on October 20, 2009, establishing a residential rental inspection program. The intent of the program is to promote health, safety and welfare of those living in or near rental housing, prevent or eliminate substandard or deteriorating rental housing, and preserve residential rental properties, property values and our neighborhoods.

To carry out the program, rental housing is subject to periodic inspections for compliance with applicable property maintenance requirements. As owner or tenant, you may voluntarily consent to an inspection. If you do not want to consent to an inspection, that is your right. If an owner or tenant refuses to consent to an inspection, Nebraska law allows the City to ask a judge to issue a warrant authorizing the inspector to enter the property and conduct the inspection. The City will obtain an inspection warrant if an owner or tenant does not consent to an inspection.

The owner or owner's representative must be present and provide access for inspections. Tenants have the right to be present, as well, if desired. Any violations observed during an inspection will be noted for correction within a specified period of time. Re-inspections may be required to verify that required corrections have been made. The City does not charge a fee for inspections, except in cases where violations are noted during an inspection and have not been corrected at the time of the follow-up inspection.

Enclosed is a brochure providing additional information regarding the rental inspection program. You may contact City Hall at 402-331-4343 for any questions you may have.

Inspection Type: **{InspectionTypeDesc}**

Inspection Scheduled Date: **{InspDesiredDate}**

Inspection Scheduled Time: **{InspDesiredTime}**

Chief Building Official: \_\_\_\_\_



# City of La Vista Rental Property Inspection Program Inspection Checklist

In accordance with Ord. #1086, Adoption of IPMC 2006

Property Address: \_\_\_\_\_

Year Built: \_\_\_\_\_

Property Owner/Responsible Party: \_\_\_\_\_

Address of above contact person: \_\_\_\_\_

Ph/Cell/Other: ( ) \_\_\_\_\_

INITIAL INSPECTION

Dated: \_\_\_\_\_

RIP 2<sup>ND</sup> INSPECTION

Dated: \_\_\_\_\_

RIP FOLLOW-UP INSPECTION

Dated: \_\_\_\_\_

## INSPECTION RESULTS:

**You PASSED the inspection on:** \_\_\_\_\_

Your **Inspection Class** assigned this date \_\_\_\_\_ is as follows:

(Inspector: Circle below)

Month/Year

Class A      Rental property with minor or no code violations. Inspect again in 2 years      \_\_\_\_\_

Class B      Rental property with major code violations, follow-up Inspection required before licensing.  
                    Inspect again in 1 year      \_\_\_\_\_

Class N      Rental property is newly constructed.      Inspect 3 years from new build C.O.      \_\_\_\_\_

City offices will be in contact with you 30 days prior to the scheduled inspection. You must notify the city offices if any contact person or their information changes.

**You DID NOT PASS the inspection on:** \_\_\_\_\_

**Re-Inspection has been scheduled for this future date:** \_\_\_\_\_.

**Your presence is required by law.**

Most repairs require a building permit; please check with the City of La Vista Community Development Department for permitting requirements to see if a permit is needed for your project.

Inspector printed name and signature: \_\_\_\_\_

Owner/Agent **Printed** name: \_\_\_\_\_

Owner/Agent **Signature**: \_\_\_\_\_

## GENERAL REQUIREMENTS

Code Section	Item	Correct	Needs Correction	N/A	Violation Class
<b>302</b>	<b>EXTERIOR PROPERTY</b>				
302.1	Ext. Sanitation				Minor
302.2	Lot Grading/drain				Minor
302.3	Sidewalks				Minor
302.4	Weeds				Refer to Code E
302.5	Infestation				Major
302.6	Exhaust Vents				Minor
302.7	Access.Structures				Refer to Code E
302.8	Motor Vehicles				Refer to Code E
<b>303</b>	<b>Pools/Spas</b>				
303.1	Swimming Pools				Major
303.2	Pool Enclosure				Major
<b>304</b>	<b>EXTERIOR STRUCTURE</b>				
304.2	Ext. Protect.Treat.				Minor
304.3	Address Numbers				Minor
304.4	Structural Mbrs				Major
304.5	Foundation Walls				Major
304.6	Exterior Walls				Major
304.7	Roofs				Major
304.8	Decorative Feature				Minor
304.9	Overhand Extens				Minor
304.10	Stairs, Decks,Balconies				Major
304.11	Chimneys & Towers				Major
304.12	Handrails & Guards				Major
304.13	Windows				Minor
304.14	Screens				Minor
304.15	Doors				Minor
304.16	Basement Hatch				Minor
304.17	BasementWindow				Minor
304.18	Building Security				Minor
<b>305</b>	<b>INTERIOR STRUCTURE</b>				
305.2	Struct.Members				Major
305.3	Interior Surfaces				Minor
305.4	Stairs/Walk Surfaces				Major
305.5	Handrails & Guards				Minor
305.6	Interior Doors				Minor
<b>306</b>	<b>HANDRAILS/GUARDRAILS</b>				
306.1	Handrails/Guardrails				Major
<b>307</b>	<b>RUBBISH &amp; GARBAGE</b>				
307.1	Accumulative of Rubbish				Ref. Code E
307.2	Disposal of Rubbish				Ref. Code E
307.3	Disposal of Garbage				Ref. Code E
<b>308</b>	<b>EXTERMINATION</b>				
308.1	Infestation of Pests				Major

## LIGHT, VENTILATION AND OCCUPANCY LIMITATIONS

Code Section	Item	Correct	Needs Correction	N/A	Violation Class
<b>402</b>	<b>LIGHT</b>				
402.1	Habitable Spaces				Minor
402.2	Common Halls & Stairways				Minor
402.3	Other Spaces				Minor
<b>403</b>	<b>VENTILATION</b>				
403.1	Habitable Spaces				Minor
403.2	Bathrooms & Toilets				Major
403.3	Cooking Facilities				Minor
403.4	Process Ventilation				Minor
403.5	Clothes Dryer Ventilation				Major
<b>404</b>	<b>OCCUP.LIMITATIONS</b>				
404.1	Privacy				Major
404.2	Minimum room Widths				Major
404.3	Minimum Ceiling Heights				Major
404.4	Bedroom & Living Rooms				Major
404.4.1	Room Area				Major
404.4.2	Access From Bedrooms				Major
404.4.3	Water Closet Accessible				Major
404.4.4	Prohibited Occupancy				Major
404.4.5	Other Requirements				Major
404.5	Overcrowding				Major
404.6	Efficiency Unit				Major
404.7	Food Preparation				Major

## PLUMBING FACILITIES AND FISTRUE REQUIREMENTS

Code Section	Item	Correct	Needs Correction	N/A	Violation Class
<b>502</b>	<b>REQUIRED FACILITIES</b>				
502.1	Dwelling Units				Major
<b>503</b>	<b>TOILET ROOMS</b>				
503.1	Privacy				Major
503.2	Location				Major
503.4	Floor Surface				Major
<b>504</b>	<b>PLUMBING SYSTEMS</b>				
504.1	General				Major
504.2	Fixture Clearance				Minor
504.3	System Hazards				Major
<b>505</b>	<b>WATER SYSTEM</b>				
505.1	General: Connection				Major
505.2	Contamination				Major
505.3	Supply				Minor
505.4	Water Heating				Major

<b>506</b>	<b>SANITARY DRAINAGE</b>				
506.1	General: Connection				Major
506.2	Maintenance				Minor
<b>507</b>	<b>STORM DRAINAGE</b>				
507.1	Storm Drainage				Minor

### MECHANICAL AND ELECTRICAL REQUIREMENTS

Code Section	Item	Correct	Needs Correction	N/A	Violation Class
<b>602</b>	<b>HEATING FACILITIES</b>				
602.2	Residential Occupancy				Major
602.3	Heat Supply				Major
602.4	Occupiable Work Spaces				Minor
602.5	Room Temperature				Minor
<b>603</b>	<b>MECHANICAL EQUIPMENT</b>				
603.1	Mechanical Appliances				Major
603.2	Venting				Major
603.3	Clearances				Major
603.4	Safety Controls				Major
603.5	Combustion Air				Major
603.6	Energy Conservation				Minor
<b>604</b>	<b>ELECTRICAL FACILITIES</b>				
604.1	Required Facilities				Major
604.2	Service				Major
604.3	Electrical Hazards				Major
<b>605</b>	<b>ELECTRICAL EQUIPMENT</b>				
605.1	Installation				Major
605.2	Receptacles				Major
605.3	Luminaries				Minor
<b>606</b>	<b>ELEVATORS</b>				
606.1	Maintenance & Certification				Major
606.2	Elevator Operation				Minor
<b>607</b>	<b>DUCT SYSTEMS</b>				
607.1	General				Minor

### FIRE SAFETY REQUIREMENTS

Code Section	Item	Correct	Needs Correction	N/A	Violation Class
<b>702</b>	<b>MEANS OF EGRESS</b>				
702.1	General				Major
702.2	Aisles				Major
702.3	Locked Doors				Major
702.4	Emergency Escape Openings				Major
<b>703</b>	<b>FIRE RESISTANCE RATE</b>				
703.1	Rated Assemblies				Major
703.2	Protected Openings				Major
<b>704</b>	<b>FIRE PROTECTION</b>				
704.1	General: Maintenance				Major
704.2	Smoke Alarms				Major
704.3	Power Source				Major
704.4	Interconnection				Major

Miscellaneous Notes by Inspector:



## City of La Vista Rental Inspection Results for the Rental Property located at {PropertyAddress}

Registration #: {CaseNum}

Todays Date: {TodaysDate}

We herein report the results of the {InspectionType} , conducted on, {InspectedDate} at the rental property as addressed and inspected by {InspectorID} ; in accordance with Ordinance # 1086, amending the La Vista Municipal code, Sec. 150.03 relating to the Property Maintenance Code.

### Responsible Party Notified:

{RespPersonInfoName}

{RespPersonAddress}

{RespPersonCityStateZip}

### Code Violation Specifics:

{CodeViolationTable}

This {InspectionType} had the following notes specifying the required corrections to be made. We anticipate these corrections can be made within {CF-Insp-# of Days To} days. Please contact our office at 402-331-4343 to schedule this re-inspection.

**A re-inspection fee of \$50.00 is due if the violations have not been corrected at the time of the follow-up inspection.**

Results are shown as: {Result}

Key: NC = Needs Correction      PP = Partial Pass

### Correction Notes:

{CorrectionNotes}



**City of La Vista**  
**Rental Program Certification**  
**for the Rental Property located at**  
**{PropertyAddress}**

Registration Number: **{CaseNum}**

**{RespPersonInfoName}** has hereby registered the rental property addressed as above, located within the City of La Vista city limits, for the Rental Inspection Program, having provided a completed application, a certificate of Pest Control on subject property, submitted fee/s in accordance with the current Master Fee Ordinance; and has been found to be in compliance with the Property Maintenance Code as adopted by City of La Vista Ordinance # 1086.

Your current Rental Program Inspection Class, from those listed below, is:

**{CF-Case-Rental Inspection Program Classification (Copy)}**

CLASS	EXPLANATION	INSPECT AGAIN
A	Rental property with minor or no code violations	2 years
B	Rental property with major code violations. A follow-up inspection was passed successfully.	1 year
N	Rental property is new; completed after eff. date of Sec 150.66(A) January 1, 2010	3 years (from Cert.Occ. Issuance)

Please note that while the class above specifies an inspection schedule, should violations occur at the rental property prior to the timeframe, inspections may be required or further action may be taken to revoke or suspend a rental license.

The Responsible Party, designated upon registration, is noted below. You must notify the City of La Vista if there are any changes to the registration information.

**{RespPersonInfoName}**

**{RespPersonAddress}**

**{RespPersonPOBox}**

**{RespPersonCityStateZip}**

**{RespPersonPhone}**

---

Signature of City Official

**{TodaysDate}**

---

Todays Date