

## General Information

This checklist is based on Chapter 99 of the Code of Ordinances & the requirements of the Uniform Building Code as adopted in Chapter 150.

Rental properties are subject to the provisions of the Uniform Residential Landlord Tenant Act as codified & adopted in Chapter 112.

If your property is found with code violations you are subject to fine. If you fail to cut grass, remove trash, debris, etc. and the City has to take steps to remedy these issues for you, you will be billed and cited accordingly. Failure to timely pay citations will result in a lien being placed upon your property, revocation of rental license and/or foreclosure of the property.

For more information, please visit our website at <http://newportky.gov/City-Government/Code-Enforcement.aspx> where you can learn more about the code, rental licensing, boarded or condemned buildings, & other helpful resources.

To report a problem, email [blight@newportky.gov](mailto:blight@newportky.gov) or call 859.292.3637



## RENTAL PROPERTY CHECKLIST

Code Enforcement is responsible for promoting the health, safety, & livability of the housing stock in the City of Newport. Periodic inspections of rental properties are conducted to ensure they are safe & well-maintained. The following checklist is a practical guide to many of the things that Code Inspectors look for, please be aware that this list is not exhaustive.

### Exterior

#### EXTERIOR WALLS

- Soffit & fascia in good repair
- House numbers visible from public right of way
- Siding is weathertight & intact

#### PAINT

- Wood surface weather-protected
- No peeling, chipping, flaking or otherwise deteriorated paint

#### FOUNDATION

- Structurally sound
- Free from holes or gaps
- Proper grading

#### ROOF

- Free of leaks
- Structurally sound
- No loose or missing shingles
- Roof overhang free from deterioration

#### EXISTING GUTTERS & DOWNSPOUTS

- Free of debris
- Properly attached & drains away from structures

#### CHIMNEY

- Tuckpointing/mortar in good repair
- Flue liner in good repair

#### PORCH/DECKS

- Structurally sound & in good repair
- Guardrails required if over 30" above grade

#### STAIRS/STEPS

- Securely attached & free of deterioration
- Graspable handrails required on stairs/steps with four or more steps/risers
- Snow shoveled at all building exit doors
- Continuous guardrails required on open sides of stairways 30" or more above grade

## Premises & Accessory Structures

#### GARAGES/SHEDS

- In good repair & structurally sound
- Not open to trespass
- Exterior surfaces weather-protected & intact

#### FENCES

- Well-maintained
- Wood surfaces weather-protected

#### YARD

- Grass & weeds cut and shall not exceed ten inches
- Proper grading & ground cover
- No litter, car parts, yard waste, construction waste, or other miscellaneous debris
- Any upholstered furniture or mattresses set out for garbage must be wrapped in plastic
- Firewood neatly stacked & properly stored
- Compost is properly contained

#### VEHICLES/PARKING

- No commercial vehicle parking allowed
- Vehicles should be licensed in Campbell Co.
- Parking only on approved parking surfaces in approved locations
- No abandoned, unlicensed, or inoperable vehicles
- Car repair prohibited (except changing flat tires)

## Interior

#### WALLS & CEILINGS

- In good repair
- No loose wallpaper
- Free from holes
- No flaking, chipping, or peeling paint
- Free from water damage

#### FLOORS

- In good repair
- No holes
- Structurally sound
- No trip hazards (i.e. torn carpet)

#### HALLWAY/STAIRS

- Clear pathway
- Handrails/guardrails securely attached
- Continuous guardrails required on open sides of landings/stairways 30 inches or more above grade
- Graspable handrails
- Floor covering should be intact & secured to stairs

#### SLEEPING ROOMS

- Proper egress window or door open to the outside required
- Floor space shall be no less than 70 square feet with a seven-foot minimum width
- Minimum ceiling height of seven feet
- Proper light & ventilation

#### WINDOWS

- No broken/cracked glass
- Easily openable & remains open without the use of a prop
- Locks required
- Openable windows must have screens in good repair
- Storm windows required except on double pane glass or better
- Weathertight
- Window frame & sashes must be free of cracked, chipped, peeling, chalking, or flaking paint & caulk

## DOORS

- Fits frame & closes & latches securely
- Proper working hardware
- Weathertight & rodent proof
- Unit exit & entrance doors require deadbolt locks
- Storm/screen doors are maintained in good condition with functioning closers

## KITCHEN

- Cabinets & counters must be in good repair
- Hot & cold running water with adequate pressure
- No loose or dripping faucets
- Drains must function properly, free of obstructions
- Appliances must be in working condition
- Appliances are plugged directly into outlets without the use of extension cords or adapters
- Gas appliances must be connected properly with approved fittings/connectors

## BATHROOM

- Sink & tub/shower properly installed & maintained in good repair with caulking intact
- Toilet properly installed with all components intact & properly secured, maintained & functioning
- Light fixture required
- Bathroom cabinets must be in good repair
- No loose or leaking faucets
- Water-impervious flooring
- Mechanical venting must work if required
- Hot & cold running water with adequate pressure required to each fixture

## Electrical, Mechanical & Plumbing

### ELECTRICAL

- Adequate service & outlets
- Properly installed service panel
- Fixtures must be intact & properly functioning
- Extension cords cannot be used in lieu of permanent wiring
- Cover plates required on all outlets, switches, & junction boxes
- All wiring must be properly installed, maintained & inspected by the state electrical inspector.

### MECHANICAL

- Heating facility must be properly installed & maintained
- Maintain interior temperature of 68 degrees from October to May
- Temporary heating devices shall not be used as primary source of heat
- Fuel burning facility must be connected to an approved chimney, flue, or vent

### PLUMBING

- All plumbing must be installed & maintained to code
- Gas flex connectors must be Underwriters Laboratory (UL) listed & approved
- Hot & cold running water with adequate pressure required to each fixture
- Waste lines must be properly installed & vented
- Hand held showers must have backflow prevention
- No leaking faucets or pipes
- Unused gas & plumbing lines must be capped
- All pipes must be free from defects & obstruction, & properly secured

## Fire Protection

### GENERAL

- Storage of paint, paper, boxes, rags or other combustible/flammable material not allowed within 10 feet of gas-fired appliances (furnaces, water heaters, etc.)
- Path of egress shall not be blocked by debris, storage, trash or other obstruction
- All stairways require continuous, graspable handrails
- Buildings with three or more units require fire extinguishers
- If multiple units lead into a common area, doors leading from the units shall fire rated doors with closers

### SMOKE DETECTORS

- All smoke detectors shall be installed to code & to manufacturer's requirements with working batteries & functional connections
- Locate at least one smoke detector on each level, not including crawl spaces & uninhabitable attics
- Locate a smoke detector within each sleeping room

## Occupancy

- Rental dwellings shall not exceed the maximum number of units permitted in the zoning code
- Rental dwellings containing 3 or more units require inspection by the Fire Department
- You must maintain a current register of all tenants & any others having a lawful right to occupancy
- Cellars/crawlspaces shall not be used as habitable space
- Basements & attics must meet all permit construction requirements for light, ventilation, egress, etc. prior to being used as habitable space

## Permit Requirements

- Rental licensee must be current with all taxes & fees (for all properties) paid with up to date contact information
- Electrical, plumbing, & mechanical work to rental property requires a licensed contractor
- Any structural alterations or changes in building configuration requires a permit
- New dwelling units within existing buildings require zoning approval, plan review & proper permits *prior* to habitation
- When interior alterations, repairs or additions requiring a permit occur, the dwelling unit must be provided with smoke alarms located as required for *new* dwellings & the smoke alarms must be interconnected & hard wired. Exception: smoke alarms in existing areas shall not be required to be interconnected & hard wired where the alterations or repairs do not result in the removal of interior wall or ceiling finishes exposing the structure.
- Rental license is non-transferable

## Rental Suggestions

- Before renting property, you should run a credit & background check on the tenant as well as verifying their source of income
- Consult with an attorney to draft a rental agreement & have these agreements signed by yourself & the tenant
- Periodically inspect your property

