

**Jan. 1 to March 1
Annual Rental
Registrations Due**

Inspection notice sent
14 days prior to
scheduled inspection

Inspection Day:
Owner or owner's rep
must be present



Rental Inspection Flowchart

Inspection performed,
violation list sent out

No show?
\$100 fee assessed,
gets rescheduled

2nd inspection date:
60 days after initial
inspection

2nd inspection:
FAILS
\$100 fee assessed

3rd inspection: FAILS

- \$250 fee assessed
- Occupancy permit revoked
- Property may not be rented for 6 months
- placement on habitual violator list - all properties will be inspected annually

2nd inspection:
PASSES

3rd inspection date:
15 days after failed
2nd inspection

**Occupancy renewal inspection - 6 months after
last failed inspection**
\$100 fee

PASSED INSPECTION
Property reinspected
in 3 years

3rd inspection:
PASSES

Rescheduling Inspections: After the 1st inspection, you may reschedule the 2nd inspection up to 15 days for \$25. To reschedule a second time is \$100, adding another 15 days, and no further rescheduling will be permitted. Rescheduling 3rd inspections is not permitted.