

FIRE PROTECTION

- * Multi-family properties require all penetrations into the building or throughout building to be properly sealed

SMOKE AND CARBON MONOXIDE ALARMS

- ☐ Smoke alarms installed per manufacturer's instructions, with working batteries and functional connections. Hard-wired ones properly installed
- ☐ At least one of each located on every level for habitable spaces and one in each hallway leading to a bedroom
- * Smoke alarms required in sleeping rooms and outside of each room
- ☐ All smoke alarms listed and installed according to NFPA72
- * Carbon monoxide alarms within 10 feet of each sleeping room, some exceptions for multi-housing units.
- ☐ If battery operated systems, maintenance and testing logs required

Electrical/Mechanical/Plumbing

ELECTRICAL

- ☐ Properly installed service panel; all breakers are properly labeled; open spaces are appropriately covered
- ☐ Adequate service and outlets, with cover plates on outlets, switches, and junctions
- ☐ Intact, functional wiring and fixtures; replace missing or broken globes on light fixtures
- * Temporary use extension cords not used in lieu of permanent wiring
- ☐ Electrical panel accessible, 3 ft clearance
- ☐ The use of unapproved/unlisted multiple outlet adapters and extension cords

MECHANICAL

- ☐ Permanent heating facility must be properly installed/maintained, temporary devices not used as primary heating source
- ☐ Heating facilities capable of maintaining dwelling at 68 degrees F or higher
- ☐ Fuel-burning appliances/equipment must be connected to approved chimney/flue/vent
- ☐ Service records of heating systems may be required
- * Dryer vents are properly installed with solid piping or approved UL listed flexible duct

PLUMBING/GAS

- ☐ Plumbing installed/maintained to code
- ☐ Gas flex connectors must be UL or AGA listed and approved.
- ☐ Adequate hot and cold running water to all sinks/tubs
- ☐ All drains connected to sanitary sewer
- * No "S" traps or flexible style waste lines— waste lines properly installed and vented
- ☐ No leaking, defective, obstructed, or unsupported pipes or faucets.

- ☐ Unused gas lines properly capped
- ☐ Shutoffs provided where required and meets valve requirements
- ☐ Backflow devices provided where required, including hand held shower heads and exterior hose bibs
- ☐ Faucets minimum 1" above spill lines,
- ☐ Water heater is not leaking or dripping
- * Laundry tub and faucet is properly secured
- ☐ Dishwater drain line is higher than the p-trap under the sink
- ☐ Saddle valves are approved for only one fixture on the same line and same size as the line where it is installed

Occupancy

- ☐ 150 sq ft of habitable room floor space for first occupant, 100 sq ft each additional occupant
- ☐ Occupied sleeping rooms must have proper egress or door openings.
- ☐ Basements meet permit construction requirements for light, ventilation, egress, etc prior to habitation

Other

- ☐ All areas of dwelling and structures clean, pest-free and in good condition
- ☐ Electrical, plumbing, and mechanical work in rental property requires licensed contractor
- ☐ Structural alterations require permit
- ☐ New dwelling units within existing buildings require zoning approval, plan review, and proper permits prior to habitation
- ☐ All required smoke alarms for interior alterations, repairs, or additions must be installed, interconnected, and hard-wired

License Conditions

- ☐ Rental license required for all non-owner occupied dwellings
- ☐ Leasing requirements must be met including tenant screening, Crime Free Housing Lease Addendum
- ☐ The City's License Categories are performance based. The maintenance of rental properties determines the license category, in addition to excessive validated public nuisance police service calls.
- ☐ License category conditions must be met in their entirety
- ☐ Failure to maintain properties in compliance with city codes may result in reinspection fees, fines, court actions, abatement or license actions.

Contacts

Community Development

763-569-3330

Rental Inspections, Code Enforcement, Property Maintenance, Vacant Building, Code Issues, Building Permits

Police

Call 911

Emergencies or for Police Officer Assistance

General Police Information

763-569-3333

Licensing

763-569-3308

Obtain a rental dwelling license application

Fire Department

763-549-3619

Fire Code, Smoke/carbon monoxide alarm info

Some code exceptions may apply depending on the age of structure, number of units, remodels or special circumstances. Please contact the City if you have property code questions.

This brochure contains general information about property code regulations found primarily in City Code Ch. 12 and state law. Other regulations and requirements may apply. For more information, visit the City website or City Hall.

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Residential Rental Property Maintenance Checklist



The following information is a guide of common property maintenance items. It is not meant to include all code requirements. Maintaining your rental property in compliance with property maintenance codes is key to protecting your investment, attracting responsible tenants and being a good neighbor.

***Indicate most commonly found violation**

Exterior

DOORS

- Defect-free, functional, and weather-tight
- Insect and rodent-proof
- Not cracked, broken, delaminating, holes
- Egress doors safe, functioning locks
- Double key locks are not approved
- Secure frame, with proper hardware
- * Multi-family dwelling unit doors comply with security and fire requirements to include: self-closures, smoke gaskets, labels on door and frame, and approved hardware
- Doors to garages must have a 20 minute fire rating

EXTERIOR WALLS

- Weather-tight siding, no deterioration
- Soffit and fascia in good repair
- House numbers at least 4 inches high of contrasting color, visible from roadway

PAINT

- * No peeling, chipping, chalking, or deteriorated paint
- Wood surface weather-protected

FOUNDATION

- Structurally sound, properly graded, and free of holes/gaps

ROOF

- Structurally sound, good condition, leak-free; shingles and flashing good condition

GUTTERS/DOWNSPOUTS (if existing)

- * Good condition, no obstructions, securely attached to drain water away from structure

CHIMNEY

- Brick/block/stone, mortar, and flue liner in good repair
- Chimney cap is in good repair and UL approved

PORCH/DECKS

- In good repair, with guardrails at least 36 inch if over 30 inches above grade.
- * Properties with 3 or more units, grills are not allowed to be used or stored; grills are approved for storage and use on units with 2 or few units

- STAIRS/STEPS**
- In good repair, evenly spaced and securely attached
- Handrails if 4 or more risers
- Snow shoveled at all building entry/exits

YARD

- Proper grading sloping away from the property
- Appropriate ground cover such as grass, rocks, mulch
- Grass and weeds cut regularly no more than 6” if a vacant property, no more than 8” if occupied
- * No litter/debris, junk, tires, auto parts, or construction debris in yard
- Firewood neatly stacked, non-rotting, disease free precautions
- * No vehicles parking on an unapproved surface ie. grass

GARBAGE & RECYCLING

- Proper containers with lids closed
- Proper containment of compost
- Trash/garbage not overflowing
- Refrigerators/freezers for removal have doors taken off or secured
- * Trash stored behind front setback except night before and day of pickup and taken back the same day
- * Multi-family properties must have appropriate trash enclosure

VEHICLE REGULATIONS

- No abandoned, unlicensed, or inoperable or commercial vehicles parked/stored on property
- * Vehicles parked on approved parking surfaces in approved locations
- Car repairs (except for minor ones by owner) prohibited on property

Accessory Structures

GARAGES

- In good repair and weather-protected
- Secured with lock(s), not open to trespass
- No broken windows or damaged siding, soffit, or fascia, and roof is in good repair
- * Overhead garage door has safety sensor and/or auto reverse if equipped with automatic opener
- Garage opener is hardwired, no extension cords
- Garage service door meet door requirements

FENCES

- * No leaning, missing panels, deteriorated, or damaged fences
- Wood fences must be decay free or green treated
- No more than 7 feet tall
- Meets zoning code location requirements

Sheds

- No more than two accessory structures; a garage is considered an accessory building (1 garage and 1 shed or two sheds)
- In good repair and weather protected

Interior

WALLS & CEILINGS

- * Clean and In good repair— no holes, water damage, or chipping, flaking, chalking, or peeling paint
- No loose wallpaper or tile
- * Permit maybe required for multi-family properties if the fire wall is repaired or replaced

FLOORS

- Clean and In good repair— no holes or trip hazards
- No loose tiles or carpet
- Remove rugs preventing entrance door from closing
- Structurally sound

HALLWAY/LANDING

- Continuous, grippable, securely attached hand/guardrails required on open sides of landings/stairways 30 inches or more above grade
- Clear pathway with waterproof flooring
- Multi-family properties rugs must be removed from hallways in front of unit doors

WINDOWS

- Good condition, no broken or cracked glass; glazing in good repair
- Easily openable and close; must stay open without the use of a tool; frozen windows must be thawed
- * Screens are provided and good repair (no holes, tears, or damage to frame)
- Locks required where accessible
- Frame, sill, sashes are not cracked, peeling or deteriorated
- * Bedroom windows are not blocked and easily accessible
- Basement egress windows must not be obstructed on and have ladder if required
- Basement egress window cover must be easily removable without special knowledge and obstructed

DOORS

- Double key locks are not approved
- Interior doors operational and good condition (no holes)
- * Must fully open and close
- Must close and latch
- Locks must be correctly installed with key facing the into hallway
- Closet doors must be on track and function as designed

KITCHEN

- Either ceiling fixture & 2 separate remote outlets or 3

separate remote outlets

- Hot water must be at least 120 degrees and have cold water with no leaks
- Kitchen sink connected to sanitary sewer, with functioning obstruction-free drains
- Appliances in good working condition/gas appliances connected w/ approved fittings and connectors
- Stove, refrigerator and other appliances clean, operable and in good repair, including gaskets
- * Food preparation, cooking surfaces, and cabinets surfaces durable, nonabsorbent, washable, and maintained
- Kitchen may not be used for sleeping
- Ranges/stoves must have proper anti-tip devices
- * GFCI outlets are functional and resets
- No evidence of rodents, pests, or other infestation

BATHROOM

- Tub/shower, washbasin, and toilet all properly installed, maintained, and in good repair
- * Caulking is intact and fully functional; mold or mildew caulking requires replacement
- Faucets min 1 inch gap above spill line
- * Openable window or mechanical venting required
- Hot and cold running water required from each fixture, and fixtures must not leak
- At least one light fixture; GFCI outlet is functional and resets

SLEEPING ROOMS

- * Proper door/egress window to outside, with clear pathway, windows not blocked
- * Operable smoke alarms, light, ventilation, egress windows, and window treatments required
- Minimum 70 sq. ft floor space (7 feet min width)
- Light fixture or outlets available
- * Smoke alarm in each room; Carbon Monoxide within 10 feet of bedrooms (see smoke and carbon monoxide alarms)

FIRE PROTECTION

- * Clear, safe distance of paint, boxes, rags, or other combustible materials from gas-fired appliances including furnace and water heater—36 inches required
- Path of egress not blocked by debris, storage, trash, snow/ice, etc.
- Continuous graspable handrails in all stairways, and floor covering secure
- Fire extinguisher provided where required and serviced annually
- Fire rated doors provided where required, such as attached garages (see Exterior—doors)
- Key to access building is kept in lock boxes
- Fire alarm monitoring systems are properly functioning and have required documentation