

- Fire alarm monitoring systems are properly functioning and have required documentation; annual testing documentation as required

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 alarms properly installed
- At least one smoke alarm located on every level for and one outside of bedrooms
- * Smoke alarms required in each sleeping room
- All smoke alarms listed and installed according to NFPA72
- * Carbon monoxide alarms within 10 feet of each sleeping room

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, 3ft clearance in front
- No use of power strips or extension cords for large appliances/equipment—must be plugged directly into outlet
- * All light sockets must have a light bulb, no open sockets

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
- Dryer vents must have UL—approved foil taped joints—NO DUCT TAPE

PLUMBING/GAS

- Plumbing installed/maintained to code; boilers meet code requirements; RPZ current
- Gas flex connectors must be UL or AGA listed and approved.
- Hot water (120 degrees) 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 fastened and secured as high as possible under sink to create high loop before connection to p-trap/garbage disposal

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 must have an egress window and bedrooms in basements must have an egress window in the room

Other

- Electrical, plumbing, and mechanical work in rental property requires licensed contractor and inspections**
- Structural alterations require permit and inspections
- 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 is 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
- Failure to maintain properties in compliance with city codes may result in reinspection fees, fines, court actions, abatement or license actions
- No occupancy of the property if a rental license has not been issued

Contacts

Community Development

763-569-3330

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

CPTED, Crime Free Housing Program

763-569-3330

Police Department

763-569-3333

Fire Department

763-549-3619

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 in City Code Ch. 12, International Property Maintenance Code (IPMC), state statutes, and MN Building codes. Other regulations and requirements may apply. For more information, visit the City website.

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Rental Property Maintenance Checklist



The following information is a guide of common property maintenance items. It does not 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

- Exterior doors lock and latch; door has a dead bolt lock
- Properly installed strike plates
- Insect and rodent-proof
- Not cracked, broken, delaminating, holes
- 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 ; Multi-family req. see 12-310
- Mailbox is present and functional

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.
- * No storage of grills or combustibles on porches/decks; grills must be stored at least 15ft away from the structure

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

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, off the ground
- * 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, no exterior storage of appliances
- * 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 and screened from all sides

VEHICLE REGULATIONS

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

Accessory Structures

GARAGES

- Weather-protected, no peeling paint, rotting trims
- 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 directly plugged to outlet
- Garage service door meet door requirements; 90 mph doors

FENCES

- * No leaning, missing panels, deteriorated, or damaged fences
- Wood fences must be decay free or green treated
- No more than 6 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; no rotting boards, trim, roof is sound condition

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, tears, or trip hazards
- No loose tiles or carpet
- Remove rugs preventing entrance door from closing
- Structurally sound

HALLWAY/LANDING

- Continuous, graspable, securely attached hand/guardrails required on open sides of landings/stairways 30 inches or more above grade
- Clear pathway with waterproof flooring, no storage in hallways
- Multi-family properties rugs, pictures, plants, etc. must be removed from hallways in front of unit doors

WINDOWS

- Good condition, no broken or cracked glass; glazing in good repair
- Open and close with ease; 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 and have ladder if required; ladder must be secured
- Basement egress window cover must be easily removable without special knowledge or tool and not obstructed from moving

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 or removed

KITCHEN

- Either ceiling fixture and 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 with 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 by all water sources are functional and tests
- 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 cleaning or 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
- 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

- * No storage of paint, boxes, rags, or other combustible materials by gas-fired appliances including furnace and water heater; other storage must have a 36 inches clearance
- Path of egress not blocked by debris, storage, trash, snow/ice, etc.
- Continuous handrails in all stairways, and floor covering secure
- Fire extinguisher provided where required, inspected monthly, and serviced annually; cases have glass and hammer
- Fire rated doors provided where required, such as attached garages (see Exterior—doors)
- Key to access building is kept in Knox boxes