



**CITY OF MILAN**

**RENTAL PROPERTY REGISTRATION**

212 E. 2<sup>nd</sup> Street, P.O. Box 247, Milan, MO 63556

Phone: (660) 265-4411 | Fax: (660) 265-3005

INSPECTOR: \_\_\_\_\_

DATE: \_\_\_\_\_

PROPERTY STREET ADDRESS: \_\_\_\_\_

SINGLE FAMILY

MULTI-FAMILY

APARTMENT

DUPLEX

OCCUPIED

VACANT

**CURRENT UTILITIES BEING UTILIZED**

ELECTRICITY

WATER

SEWER

TRASH

NATURAL GAS

NONE

# OF ELECTRIC METERS:

# OF WATER METERS:

# OF GAS METERS:

WHO'S NAME IS UTILITY ACCOUNT LISTED UNDER?

		<b>PASS</b>	<b>FAIL</b>	<b>REMEDY REQUIREMENTS / COMMENTS</b>
<b><u>EXTERIOR</u></b>				
<b>Foundation</b>	The foundation, exterior walls and roof shall be substantially watertight and weathertight as can be determined from a ground-level inspection, and protected against rodents, and shall be kept in sound condition and repair.			
<b>Exterior Walls</b>	Every exterior wall shall be maintained in a sound condition of repair and shall be free of any other condition which admits rain or excessive dampness to the interior portions of the building.			
<b>Roof</b>	Roofs shall be adequate to prevent rainwater from causing excessive dampness in the walls.			

		<b>PASS</b>	<b>FAIL</b>	<b>REMEDY REQUIREMENTS / COMMENTS</b>
<b>Windows</b>	Every window shall be fully supplied with window panes which are without dangerous cracks or holes. Every window shall be constructed and maintained in such relation to the adjacent wall construction as to completely exclude rain and excessive dampness substantially to exclude wind from entering the dwelling.			
<b>Doors</b>	Every door, door hinge and door latch shall be in functional condition. Knobs and/or handles shall be properly installed on all doors. Every door, when closed, shall fit reasonably well within its frame. All sliding doors shall have guides to prevent falling out of track.			
<b>Hatchways</b>	Every basement hatchway and window shall be so constructed, screened or maintained as to prevent the entrance of rodents, insects, rain and surface drainage water into the building.			
<b>Stairways/Porches</b>	Every stairway outside of the building or dwelling and every porch shall be kept in safe condition and sound repair. Every flight of stairs and every porch floor shall be free of deterioration. Every rail and balustrade shall be firmly fastened and maintained in good condition. No flight of stairs shall have settled or have pulled away from supporting or adjacent structures so as to create a safety hazard. No porch shall have rotting, loose or deteriorating supports.			
<b>Driveway</b>	Driveways shall be maintained in good repair and free of safety hazards.			
<b>Sidewalk</b>	Sidewalks shall be maintained in good repair and free of safety hazards.			
<b>Patio</b>	Patios shall be maintained in good repair and free of safety hazards.			
<b>Yard</b>	Hazardous live or dead trees and shrubs shall be promptly removed or trimmed to remove the hazard.			

		<u>PASS</u>	<u>FAIL</u>	<u>REMEDY REQUIREMENTS / COMMENTS</u>
<b>Infestation</b>	Each building and dwelling and all exterior appurtenances on the premises shall be adequately protected against insects, rats, mice, entrance of insects, rats, mice, termites and other infestation.			
<b>Fence</b>	All fencing (except agricultural fencing), including gates, shall be maintained in sound condition free of damage, breaks or missing structural members. Areas that are leaning, buckling, sagging or deteriorating shall be repaired or replaced with materials compatible with the undamaged portions of the fence.			
<b><u>INTERIOR</u></b>				
<b>Cellars/Basements</b>	In every rented or leased dwelling unit, cellars, basements and crawl spaces shall be maintained reasonably free from dampness to prevent conditions conducive to decay or deterioration of the structure.			
<b>Structure</b>	The supporting structural members of every rented or leased dwelling unit shall be maintained structurally sound, showing no evidence of deterioration.			
<b>Stairs</b>	All interior stairs of every rented or leased dwelling unit shall be maintained in sound condition and good repair by replacing treads and risers that evidence excessive wear or are broken, warped or loose.			
<b>Interior handrails</b>	Every inside staircase or stairway in a rented or leased dwelling unit shall be kept in sound condition and good repair.			
<b>Bathroom and kitchen floors</b>	Every toilet, bathroom and kitchen floor surface in a rented or leased dwelling unit shall be maintained and kept in a clean and sanitary condition.			
<b>Interior sanitation</b>	The interior of every rented or leased dwelling or dwelling unit shall be maintained in a clean and sanitary condition free from any accumulation of rubbish or garbage.			

		<u>PASS</u>	<u>FAIL</u>	<u>REMEDY REQUIREMENTS / COMMENTS</u>
<b>Interior insect and rodent harborage.</b>	Rented or leased dwellings or dwelling units shall be kept free from insect and rodent infestation, and where insects or rodents are found, they shall be promptly exterminated by acceptable processes which will not be injurious to human health, as specified in this division. After extermination, proper precautions shall be taken to prevent reinfestation.			
<b>Interior walls, ceilings and floors.</b>	Every rented or leased dwelling or dwelling unit floor, interior wall and ceiling shall be kept in sound condition and good repair.			
<b>Toilet</b>	Every rented or leased dwelling or dwelling unit shall be equipped with an adequate toilet and maintained and kept in a clean and sanitary condition. The toilet(s) shall be in good working condition and properly connected to an approved water and sewer system.			
<b>Bathtub or shower</b>	Every rented or leased dwelling or dwelling unit shall be equipped with an adequate bathtub or shower and kept in a clean and sanitary condition. The bathtub or shower shall be in good working condition and properly connected to an approved water and sewer system.			
<b>Kitchen sink</b>	Every dwelling unit and every rooming house which has a portion thereof exclusively or primarily used for cooking by tenants or occupants thereof, shall contain a kitchen sink in good working condition and properly connected to an approved water and sewer system.			
<b>Stove and refrigerator</b>	Every dwelling unit and each rooming house which has a portion thereof exclusively or primarily used for cooking by tenants or occupants thereof shall contain proper and safe connections for the installation of a stove and refrigerator.			
<b>Water &amp; Sewer</b>	Every kitchen sink, lavatory basin, bathtub or shower and toilet required under the provisions of this article shall be properly connected to either a public water and sewer system or to an approved private water and sewer system. All sinks, lavatories, bathtubs and showers shall be supplied with hot and cold running water.			

		<b>PASS</b>	<b>FAIL</b>	<b>REMEDY REQUIREMENTS / COMMENTS</b>
<b>Water Heater</b>	Every rented or leased dwelling unit shall be supplied with water heating facilities which are installed in an approved manner, properly maintained, and properly connected with hot water lines to the fixtures required to be supplied with hot water.			
<b>Heating</b>	Every rented or leased dwelling unit shall be served with heating facilities which are installed in an approved manner, are maintained in safe and good working condition, and are capable of safely and adequately heating all habitable rooms, bathrooms, and toilet rooms located therein.			
<b>Functionality</b>	Every supplied facility, piece of equipment, or utility which constructed and installed that it will function safely and effectively and shall be maintained in satisfactory working condition.			
<b>Plumbing</b>	In rented dwelling units, water lines, plumbing fixtures, vents, drains, plumbing stack and waste and sewer lines shall be properly installed, connected and maintained in working order and shall be kept free from obstructions, leaks and defects and capable of performing the function for which they are designed.			
<b>Heating Equipment</b>	Every rented or leased residential space heating, cooking, and water heating device located in a rented or leased dwelling unit shall be properly installed, connected and maintained, and shall be capable of performing the function for which it was designed.			
<b>Required Space</b>	Every rented or leased dwelling unit shall contain one hundred fifty (150) square feet, or more, of floor space for the first occupant thereof and at least one hundred (100) square feet of additional floor space for each additional occupant thereof. The floor space shall be calculated on the basis of total habitable room area: Provided that, an infant under the age of twelve (12) months shall not be deemed an occupant for the purposes of this section.			

		<u>PASS</u>	<u>FAIL</u>	<u>REMEDY REQUIREMENTS / COMMENTS</u>
<b>Occupancy</b>	No rented or leased dwelling unit partially below grade shall be used for living purposes unless: Floors and walls are watertight; total window area, total openable area and ceiling height are in accordance and no basement or cellar, or part thereof, shall be used or leased for human occupancy or habitation if subject to flooding.			
<b>Electrical Outlets</b>	Every rented or leased dwelling shall be serviced by electricity. Further, every electrical outlet and fixture, and all electrical wiring required by this section shall be properly installed, maintained in good and safe working condition, and shall be connected to the source of electricity in a safe manner.			
<b>Smoke Detectors</b>	It shall be the responsibility of the owner or designee landlord of every rental or leased dwelling unit, apartment or room (occupied or vacant) to maintain an operable smoke alarm.			
<u>INSPECTOR SIGNATURE</u>		<u>DATE</u>		
<input type="text"/>		<input type="text"/>		
<u>OWNER / AGENT SIGNATURE</u>		<u>DATE</u>		
<input type="text"/>		<input type="text"/>		