



# Memo

**Date:** March 29, 2019  
**To:** Monica Martinez Simmons, City Clerk  
**From:** Nathan Torgelson, Director  
**Subject:** Rental Registration and Inspection Ordinance Annual Report

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Attached, please find the Rental Registration and Inspection Ordinance (RRIO) Annual Report. This report is submitted as required by Ordinance 124011 Section 17, as amended by Ordinance 125343.

Key highlights of the RRIO program from 2018 are:

- At the end of 2018, a total of 31,721 properties representing 159,270 rental units were registered. Initial registration wrapped up in 2017, so 2018 registrations resulted from new rental properties becoming available and unregistered properties coming into compliance.
- In 2018, 2,848 properties completed and passed the inspection requirement.
- Council passed Ordinance 125705, and the RRIO program implemented new fees as part of SDCI's 2019 fee ordinance update.
- RRIO stepped up the auditing of private inspector inspections following Council's enactment of new authority to receive and review private inspection results. In 2018, 23 properties were found to have potentially wide-spread maintenance or safety issues and were subject to expanded RRIO inspections.

Starting in 2019, some properties will have had active registrations for five years. Registration renewals begin in April 2019 and the majority of larger multifamily properties are expected to complete their registration renewals by the end of 2019.

Please feel free to contact Geoff Tallent at [geoff.tallent@seattle.gov](mailto:geoff.tallent@seattle.gov) or 206-684-8452 if you have questions or would like more information.

# Rental Registration and Inspection Ordinance (RRIO)

2018 Annual Report to the City Council



**RRIO Phone Line (206) 684-4110**  
[www.seattle.gov/RRIO](http://www.seattle.gov/RRIO)



## **PURPOSE**

This report fulfills the requirement of Ordinance 124011 Section 17, as amended by Ordinance 125343, to report annually to the City Council on a variety of topics related to the Rental Registration and Inspection Ordinance (RRIO) program.

## **SUMMARY**

Below are RRIO program highlights for Calendar Year 2018.

- At the end of 2018, a total of 31,721 properties representing 159,270 rental units were registered. Initial registration wrapped up in early 2017, so 2018 registrations resulted from new rental properties becoming available and unregistered properties coming into compliance.
- In 2018, 2,848 properties completed and passed the inspection requirement. Inspection volumes were down by about 10% from 2017. Staff usually sends approximately 400 inspections notices out per month based on a random selection of properties. The implementation of the new fees required a pause in inspection notices in late 2018 to make changes in the Accela system.
- The program collected \$539,705 in fees in 2018. Expenses exceeded revenue by \$915,666. The shortfall was expected because the program was in a period with very few new registrations and no renewals. Under the original RRIO design, for three of the five years the program would operate at a planned loss. During the other two years surplus revenue would be collected. During low-revenue periods, cost containment is a major goal.
- To improve financial stability and provide a more stable revenue stream, SDCI proposed, and Council adopted, new RRIO fees and a change in the renewal cycle. The RRIO program has now switched from a five-year registration renewal cycle to a two-year cycle. The cost of registration and renewal for single family properties remained the same and increased for multi-family properties.
- RRIO stepped up the auditing of private inspector inspections. In 2018, 602 private inspection results were audited. 34 additional RRIO inspections were required at 23 multi-unit properties.
- Looking ahead, SDCI will work on the upcoming registration renewals, continued outreach and public information efforts, implementing new fees, IT system enhancements, and managing enforcement.

## **BACKGROUND**

The City adopted the Rental Registration and Inspection Ordinance (RRIO) in the fall of 2012. After significant work with stakeholders and development of an online registration tool, the Department

began registering properties in 2014. RRIO requires that rental housing properties meet basic maintenance and safety standards, register with the City, and have periodic inspections. The basic safety requirements are laid out in a checklist developed with extensive input from stakeholders.

In addition, the Department implemented an IT system to manage online registration and track program work. The IT system was fully integrated into the SDCI permit and complaint tracking system when that system went live in 2018.

RRIO inspections began in 2015 with qualified private inspectors or with SDCI inspectors who complete the work as a fee-based service. All rental properties must be inspected at least once every 10 years. Some properties will be inspected as frequently as twice in ten years, based on a random selection process called out in the Seattle Municipal Code.

## **REPORT**

The following report topics, A – G, are required by Ordinance 124011 in uncodified Section 17, as amended by Ordinance 125343. SDCI also provides information below about other significant accomplishments or upcoming work for the program.

### **A. The status of rental property registration and rental property registration renewals**

In early 2017, RRIO completed the final round of initial registration and 2018 was largely focused on registering unregistered rental properties through compliance tools. By the end of the year, a total of 31,721 properties representing 159,270 rental units were registered with the program. Total registrations increased by 4.8 percent from 2017.

In 2018, the program continued to review property records to identify possible rental properties that had still not registered with the program. The program also identified unregistered properties from public complaints and field observations. For the non-compliant property owners, RRIO mailed Notices of Violations (NOVs) to prompt unresponsive property owners to register.

As RRIO heads into its sixth year, the program will begin the registration renewal process for the first time. The RRIO program switched from a five-year registration renewal cycle to a two-year cycle at the beginning of 2019. The two-year cycle is expected to be more efficient in administering the RRIO program by providing more frequent customer contact, steadier revenue, and steady workloads over time. Existing registrations retain their original renewal date. When they are renewed after five years, they will be converted to the two-year cycle.

### **B. The status of rental property inspections including the number and type of inspection failures and resulting property improvements**

Inspection statistics for 2018 were:

Percent of registered properties that completed an inspection in 2018	9%
Total property inspections completed in 2018	2,848
Completed by Private Inspectors in 2018	1,729
Completed by City Inspectors in 2018	1,000
Completed by Alternate Means (such as HUD inspection) or a combination of inspection types	67
Completed by Mixed Inspection (Use of both City Inspector and Private Inspector)	52

The RRIO program was unable to achieve the target of inspecting 10% of properties in 2018. Changes to the Accela system to incorporate new fees prevented the selection of properties for inspection late in 2018. The program will be able to catch up on inspections in 2019.

The top 10 RRIO Inspection failures and frequency in 2018 are in the table below. Notably, the City started receiving private inspection results in December of 2017, so the inspection results below for 2018 reflect the first full year of submitted inspection information that includes both City and private inspectors.

<b>RRIO Checklist Item</b>	<b># of Failures</b>
*1.4.e Exterior handrails including approved intermediate rails or other guards on any open side 30 inches or more above grade, on any flight with more than three risers are missing, loose, broken, not graspable or otherwise unsafe.	518
*3.3.a Smoke alarms are missing, not functional, or not installed inside of all sleeping rooms.	509
*3.3.d Carbon monoxide alarms are missing, not functional, or not installed in a central location outside each sleeping area and on every level of the home.	394
*2.3.d Interior handrails including approved intermediate rails or other guards on any surface 30 inches or more above adjacent walking surfaces, on any flight with more than three risers are missing, loose, broken, not graspable or otherwise unsafe.	281
*1.4.d Exterior guardrails including approved intermediate rails or other guards, on the open sides of on any landing, deck, or platform that are 30 inches or more above grade or other surfaces are missing, loose, broken or are otherwise unsafe.	267
*3.3.b Smoke alarms are missing, not functional, or not installed in a central location outside all sleeping rooms.	234
*6.1 Exposed unprotected wiring is evident in any room.	210
*3.3.c Smoke alarms are missing, not functional, or not installed on each floor, including basements. Note: Not required in crawl spaces and uninhabitable attics.	115

Missing or inappropriately constructed handrails and intermediate guards (such as balusters) on both interior and exterior stairs and platforms has consistently been the most frequent reason a property does not pass RRIO. This is mainly driven by single-family and accessory dwelling units in older housing stock. Missing or nonfunctional smoke alarms and CO alarms was also very common. Failing this item is usually a problem that is more significant than a missing or dead battery. Before an inspection, our inspectors encourage property owners to bring spare batteries to the inspection and an inspector will not fail this item if the smoke alarm or CO alarm can be made operable at the time of inspection.

A complete table of inspection results is in Attachment A.

### **C. The extent to which additional RRIO inspections have occurred as a result of code compliance violation or failure of a RRIO inspection**

In late 2017, some new important new tools went into effect that allow RRIO to require additional inspections when there is evidence of more wide-spread safety or maintenance problems on a property. RRIO now requires private inspection results to be submitted to the RRIO program auditor for review if a unit or property fails the checklist. The RRIO program auditor can then apply criteria to determine whether the reported failures indicate systemic or building-wide problems and, if so, select additional units for inspection. Based on 602 private inspection results that were audited, reported conditions met the applicable criteria and triggered RRIO inspections of 34 additional units at 23 multi-unit properties.

In 2018, 48 units were selected for RRIO inspections based on violations of the Housing and Building Maintenance Code in other nearby units.

### **D. Whether the fees associated with the program actually reflect program costs**

Registration fees are the primary source of funding for the RRIO program. Council passed a new fee schedule for RRIO in late 2018 as part of the Mayor's budget. The fee updates also included changing the renewal cycle from five years to two years. Starting in 2019, the two-year registration fee is \$70 for a property, including the first unit, and \$15 for each additional unit. The new registration base fee (for the property) is effectively the same as the original \$175 five-year fee that was originally adopted in 2013. The additional unit fee was increased from \$2 for five years to \$15 for two years to better reflect the additional work required for multi-family properties. This means no change in fees for single family properties that make up approximately 70 percent of registered RRIO properties.

Inspection fees are the second largest source of revenue for the RRIO program. These fees are now \$175 for the property, including the first unit, and \$35 for each additional unit inspected. These fees are

only collected on properties selected for inspection when a property owner chooses to use a city inspector (as opposed to a private inspector). The inspection fees are reviewed annually. They were increased at the end of 2018 to cover increased labor costs.

As part of the new fee schedule adopted by Council for 2019, RRIO now charges a new \$30 late inspection fee and a new \$40 filing fee for private inspections. The new late inspection fee will be implemented to encourage property owners to complete the inspection requirement on time or communicate with the RRIO program to extend inspection due dates as needed. The new filing fee covers staff time and associated costs of the work the City completes to process private inspector results. The filing fee is charged just one time for each completed property inspection performed by a private inspector.

The program also has fees for private inspector registration and training, late registration fees, and the program retains a portion of penalties. These sources do not generate significant program revenue.

RRIO annual net receipts have expectedly swung between positive and negative numbers during the 5-year registration cycle. It was known that during 2018, expenses would exceed revenue. Revenues collected during high volume registration years (2015 and 2016) must be used to support core program functions during low volume registration years. During the low-volume years, staffing was reduced to correspond with the reduced workload. The RRIO fees are also used to recoup program startup costs that occurred in 2013 and 2014. RRIO will continue to pay back the startup costs over the next four years.

RRIO's revenue and expenses for 2018 were:

	<b>2018</b>
Revenue	\$539,705
Expenses	\$1,245,790
Annual Net	-\$706,085

**E. The number and type of code compliance complaints that have occurred on properties registered with the RRIO program**

In 2018, SDCI opened 602 code compliance cases on registered properties. These cases covered a broad range of issues, including housing conditions, tenant-landlord issues, weeds, junk storage, and building without a permit. SDCI used RRIO authority to inspect an additional 48 units after receiving a code compliance complaint.

It's difficult to draw any conclusions from the fact that some registered properties have subsequent code compliance complaints. Many complaints have nothing to do with rental housing conditions. With respect to conditions, RRIO registration requires a self-declaration by the property owner that the property meets the RRIO standards and property owners may not be fully aware of unit conditions. Also, there can be a significant time lag between registration or a RRIO inspection and a complaint. Currently this lag can be nearly five years. In the future, as we shift to a two-year renewal cycle, the required

assessment of unit conditions by the property owner will happen every two years. Even so, code violations may occur regardless of when the inspection or assessment was made.

**F. The extent to which the civil warrant process has been used**

To date, the RRIO program has not needed to seek a civil warrant.

**G. The extent to which audits of private qualified rental housing inspectors have occurred and any related findings**

RRIO now requires that failed inspection results be submitted to the program auditor. The RRIO program auditor can then review those results and apply criteria to select additional units for inspection. 2018 marked the first full year of auditing submitted inspection information for private inspectors. In 2018, 602 private inspection results were audited. Based on reported conditions, the RRIO auditor triggered an expanded RRIO inspections of 34 units at 23 multi-unit properties.

RRIO requires inspectors to leave behind an inspection results and feedback form for tenants. In 2018, 90 feedback responses were received. Overall, feedback has been favorable regarding the RRIO program and inspectors.

The table below summarizes the RRIO auditing program and results.

Audit Element	Results
Audit failing inspection results from private inspectors. Pick additional units for inspection when appropriate.	602 inspection results audited in 2018. 34 units picked for additional inspections at 23 multi-unit properties. 11 properties pre-emptively inspected at 100%.
Tenant feedback from leave-behind reports.	Leave behinds began in December 2017. 90 feedback responses were received, resulting in one audit inspection at the tenant’s request.
Access properties and units previously inspected by private inspectors to audit their conclusions.	One audit inspection was completed on a property where SDCI received a tenant complaint regarding housing conditions. The audit found potentially missed RRIO checklist items.  Eleven units were required to be inspected under initial expanded RRIO inspection. As a result of expanded RRIO inspections, one property required



	inspections of 100% of available rental units or 43 additional units. No indication of private inspector misconduct was found.
Follow up with private inspectors to verify work was done and ask other questions about how inspections are going.	Frequent, ongoing communication with private inspectors through email, face-to-face meetings, and phone calls.
SDCI tracking and follow up on complaints about private inspectors.	In 2018, the RRIO auditor received no inquiries or complaints regarding private inspectors.
SDCI authority to revoke RRIO private inspector certification for cause.	So far, there has been no occasion to revoke a private inspector certification.

**OTHER ACCOMPLISHMENTS**

The RRIO program had several other notable accomplishments in the last year:

**RRIO Fee Update**

The RRIO program took a comprehensive look at fees to prepare for renewals starting on 2019. Original fees were derived from a fee model based on numerous assumptions since the program was new. The original fee model overstated the number of rental properties and understated some of the program costs. As such, the RRIO program has been unable to fully recoup startup costs. The program worked with a consultant on an updated workload and fee model, better informed by five years of experience.

Based on the updated model, the program proposed, and Council adopted changes to RRIO fees that took effect on January 1, 2019. The new two-year registration/renewal fee is \$70 for a single-family/single-unit rental and \$15 for each additional unit. The change to registration fees means no change for approximately 70 percent of registered RRIO properties. Single-family/single-unit rental property owners will now pay a smaller fee once every two years instead of the current larger fee once every five years. Fees for additional units are increasing to reflect the additional program costs generated by multi-unit properties.

Two new fees have also been added:

- A \$30 late fee for inspections that are not completed by the inspection due date. This is to cover the additional administrative costs from late inspections.
- A \$40 fee for processing inspection results submitted by private qualified rental housing inspectors.

Finally, to keep up with increased labor and administrative costs, two other fees have changed:

- Late registration fees have increased from \$20 to \$30.

- The fee for hiring a City inspector has increased from \$160 to \$175 for a single-family/single-unit property. Each additional unit that must be inspected will cost \$35. We generally require 20 percent of units on a multifamily property to be inspected.

In addition to the legislation, these changes required updates to the Accela IT system, updated customer materials, and staff training.

## **Outreach**

RRIO outreach in 2018 was scaled back to reflect that the push for initial registration had come to an end. Much of the general tenant and landlord outreach was incorporated into the broader “Renting in Seattle” tenant and landlord resource program. RRIO used the email distribution list of nearly 19,000 landlords or property managers to share information about the fee and registration cycle updates and other information of interest to rental property owners.

RRIO also maintained its ongoing core outreach tools, including:

- Direct mail to newly-discovered likely rental property owners, including notification letters, reminder letters and warning letters;
- A comprehensive website at [www.seattle.gov/RRIO](http://www.seattle.gov/RRIO) that is consistently updated to ensure relevant policy and information changes;
- Two brochures – one with general program information, one focused on inspections and directed primarily at renters - translated into 13 languages other than English;
- Partnerships with property owner associations to help get the word out to their membership, including quarterly presentations to the Rental Housing Association of Washington to inform property owners;
- A video narrated in 11 languages that discusses the inspection aspect of the RRIO program, with a focus on tenants and how inspections will impact them; and

## **Race and Social Justice Initiative**

RRIO built a number of community outcomes or goals based on Race and Social Justice (RSJ) principles into program design and implementation. The overall goal is to eliminate substandard rental housing, which particularly affects people of color, low income, and other historically underrepresented communities. Some key steps taken in the last year were:

- Included RRIO messaging in broader inclusive outreach through the *Renting in Seattle* initiative to tenants and landlords conducted with the advice and assistance of the Department of Neighborhoods (DON) Community Liaisons (CLs) who represent non-English speaking and historically underrepresented communities. RRIO information was included in over 30 outreach events, including quarterly landlord trainings, neighborhood and community group meetings, and tabling at food banks.

- Continued distribution of the main RRIO program brochure in 13 languages besides English and distribution of translated brochures to locations which serve non-English speaking communities; and
- Continued a cultural competency component in the Private Inspector training to help prepare private inspectors to work with all Seattle communities.

## **2019 Priorities**

### **Registration Renewals**

Starting in 2019, properties that registered five years ago will be required to renew their RRIO rental registration. Properties due to renew in 2019 will predominantly be multifamily rental properties with 10 or more units. The renewal process requires property owners to verify or update contact and property information, declare that all units meet minimum housing standards, and pay the renewal fee. The RRIO program will send out reminder letters and emails as each property's renewal due date approaches. The reminders will have instructions on how to complete the renewal online or by mail to help customers complete the renewal process.

### **RRIO Online System Enhancements**

Since the beginning of the RRIO program the Accela IT system has been used manage online registration and track program work. Fee changes, the beginning of renewals, and the integration of other City programs through Accela require IT system enhancements. In 2019, staff has already begun work on new processes to appropriately automate and capture the new late inspection fee and new filing fee for private inspection. Additionally, with the new filing fee, staff has developed and implemented a new way for private inspectors to submit their results online through the Seattle Services Portal and pay the filing fee. This new process will help capture this revenue stream and automate some components of processing private inspection results.

With renewals and re-inspections beginning in 2019, staff has looked to the IT system to assist with these new processes. Staff is working on automating reminder emails and creating an efficient way to create renewal reminder letters to mail out to customers based on the existing registration records. Staff plans to use this opportunity to update system reports and customers letter to help refine outreach materials to that go out to RRIO customers on a regular basis.

### **Continuing RRIO Compliance**

RRIO has a backlog of properties to investigate for failure to register and failure to perform an inspection. RRIO staff conducts research before proceeding with a Notice of Violation or subsequent enforcement actions. The research to establish current ownership and evidence of use as a rental is a time-consuming process. For 2019, the RRIO program has dedicated more staff time and implemented enforcement process improvements to address the enforcement backlog.

## **CONTACT**

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## ATTACHMENT A

### RRIO Checklist Failures - 2018

ITEM TEXT	Count
*1.1.a Roof has holes and/or structural member is broken or decayed.	11
*1.1.b Roof is not weather-proof or has clear evidence of leaking.	26
*1.2.a Chimney: Loose bricks at the top and/or masonry requires repointing at top.	13
*1.2.b Chimney: Loose or missing bricks or masonry in middle or at chimney base.	5
*1.2.c Chimney: Pulling away from structure, unstable, or otherwise at risk of falling.	3
*1.3.b Foundation is failing: leaning, crumbling, missing pieces, broken, or deflected.	5
*1.4.a Exterior Stairs: Structural members are leaning, decayed, detached or are otherwise unsafe	28
*1.4.b Exterior decks or other platforms have broken, loose, decayed, missing pieces, or are otherwise unsafe.	69
*1.4.c Exterior stairs have broken, loose, decayed, or missing pieces, or are otherwise unsafe.	55
*1.4.d Guardrails, including approved intermediate rails or other guards, on the open sides of on any landing, deck, or platform that are 30 inches or more above grade or other surfaces are missing, loose, broken or are otherwise unsafe.	267
*1.4.e Handrails, including approved intermediate rails or other guards on any open side 30 inches or more above grade, on any flight with more than three risers are missing, loose, broken, not graspable or otherwise unsafe. Note: Graspable configurations can be found online at: <a href="http://www.seattle.gov/DPD/Publications/CAM/cam319.pdf">www.seattle.gov/DPD/Publications/CAM/cam319.pdf</a>	518
*1.5.a Weather stripping is missing or allowing air to enter.	27
*1.5.b Sills or frames have decayed wood or separated joints.	25
*1.5.c Windows or doors have missing pieces or are cracked and allowing water or weather penetration (e.g., seeping water, leaking air, coming in through a crack or hole)	54
*1.5.d Any openable window within 10 feet of grade or above any deck, balcony or porch is missing latch or has defective latching device.	18
*1.6.a Exterior walls allow water or weather penetration (e.g., seeping water, leaking air, coming in through a crack or hole)	15
*1.6.b Exterior wall is failing: leaning, crumbling, missing pieces, broken, or deflected.	15
*2.1.a Any habitable room, bathroom, or laundry room does not have the required openable windows, passive or mechanical ventilation.	68
*2.1.b Kitchen fan, if used in place of openable windows, is not operable or pulling air.	27
*2.1.c Bathroom and laundry room fan, if used in place of openable windows or operable passive ventilation, is not operable, pulling air, or vented to exterior.	43
*2.1.d Clothes Dryer ducts are detached, leaking, damaged, not vented to the exterior or otherwise restricting airflow.	11
*2.2.a Wall, floor, or ceiling coverings are damaged or broken such that the opening creates an unsafe condition. Examples include but not limited to exposed framing members, exposed electrical components, exposed plumbing, access for rodents and insects, or other unsafe conditions.	74
*2.2.b Walls, floors, or ceilings are soft, spongy, or wet to the touch.	28
*2.2.c Interior load-bearing walls are not maintained in a safe and sound condition.	4
*2.2.d Floors and any support system is not maintained in a safe and sound condition	12
*2.3.a Joists or posts are leaning, decayed, or detached or are otherwise unsafe.	3
*2.3.b Landings or other platforms have broken, loose, decayed, missing pieces, or are otherwise unsafe.	4
*2.3.c Interior stairs have loose, broken, decayed, missing pieces, or are otherwise unsafe.	23
*2.3.d Handrails/, including approved intermediate rails or other guards on any surface 30 inches or more above adjacent walking surfaces, on any flight with more than three risers are missing, loose, broken, not graspable or otherwise unsafe. Note: Graspable configurations can be found online at: <a href="http://www.seattle.gov/DPD/Publications/CAM/cam319.pdf">www.seattle.gov/DPD/Publications/CAM/cam319.pdf</a>	281
*2.3.e Guardrails/, including approved intermediate rails or other guards, on any landings, or platforms that are 30 inches or more above adjacent walking surfaces are missing, loose, broken, or otherwise unsafe.	94

*2.4.a Lead paint - any room constructed before 1978 with peeling, chipped, or otherwise deteriorated paint exceeding two square feet or 10% of any component such as a window assembly, including frame and sill, or door frame. Note: To correct this condition property owner must demonstrate that the painted repair was made by a Washington State Lead Safe Certified contractor or provide documentation that there is no lead hazard present.	18
*2.4.b Potential asbestos-containing materials - damaged components, such as wrapped or insulated piping or ducts, ceiling and floor finishes, or siding that may contain asbestos.	10
*3.1.a Emergency escape window or door is missing, blocked, or inaccessible.	57
*3.1.b Emergency escape windows do not meet size or sill height requirements.	81
*3.1.c Security bars, grills or similar devices on emergency escape windows are not openable or have inoperable release mechanisms.	11
*3.2.a Any entrance door, including sliding doors, to a housing unit or single-family dwelling is not capable of resisting forcible entry or damaged to the extent that the door or the door casing is otherwise unsafe.	18
*3.2.b Any entrance door, including sliding doors, to housing unit or single-family dwelling does not have at least one operable dead bolt or deadlatch openable from the inside without a key or other approved locking device.	64
*3.2.c The main entrance door to housing unit or single-family dwelling does not have an observation port, window in the door, or side light window. Observation ports shall be installed at a height of not less than 54 inches and not more than 66 inches from the floor.	89
*3.3.a Smoke alarms are missing, not functional, or not installed inside of all sleeping rooms.	509
*3.3.b Smoke alarms are missing, not functional, or not installed in a central location outside all sleeping rooms.	234
*3.3.c Smoke alarms are missing, not functional, or not installed on each floor, including basements. Note: Not required in crawl spaces and uninhabitable attics.	115
*3.3.d Carbon monoxide alarms are missing, not functional, or not installed in a central location outside each sleeping area and on every level of the home. Note: Carbon monoxide alarms should not be located within 15 feet of fuel burning appliances.	394
*3.4.a Exterior building entrance doors, except entrance doors which open directly into a single housing unit, shall be self-closing, self-locking, and equipped with a deadlatch or other approved locking device.	7
*3.4.b Stairway enclosure doors do not self-close and latch.	4
*3.4.c Exit doorway and change of direction of a corridor is missing a well-lighted exit sign or placard that is illuminated in the event of power supply failure.	5
*3.4.d Interior fire-resistant walls and ceilings or corridors in apartment buildings are compromised by cracks, holes, or loose or broken plaster, not maintained in a safe and sound condition, or their fire resistance has been otherwise compromised.	4
*3.4.e Any door to a storage, maintenance, laundry, or building service room accessible by tenants is not self-closing and self-locking and is not openable from the inside without a key.	22
*4.2 Any habitable room except the kitchen measures less than seven (7) feet in any floor dimension.	2
*4.3 Any sleeping room measures smaller than 70 square feet in size.	1
*4.4 Dirt floor is present in any room used as a living area.	1
*5.1.a Heat source in the unit is permanent, working, and in good repair. Required permanently-installed heating equipment/device is defective or missing.	40
*5.2.a Temperature can be maintained at a minimum of 68 oF when exterior temperature is 24 oF or higher. Permanently-installed heater is not capable of maintaining required temperature in any habitable room or bathroom.	14
*5.3 Fuel-burning appliances, where allowed, must be of an approved type, properly installed, and maintained in good working order.	2
*5.3.a Unvented portable fuel-burning heater is present in a sleeping room or bathroom	1
*5.3.b Any gas, wood, or fuel-burning heat source lacks proper ventilation or is not properly isolated from a sleeping area.	9
*6.1 Exposed unprotected wiring is evident in any room.	210
*6.2 Any electrical equipment improperly installed or connected, tampered with, or unsafe, including but not limited to meter bays, service panels, subpanels, or main disconnect.	110
*6.3 Any habitable room does not have an operable light fixture and an electrical outlet, or two electrical outlets. Any kitchen does not have an operable light fixture and three operable outlets, one of which may serve an installed cooking range.	13
*6.4 Any bathroom, laundry room, utility room, common hallway, stairway, or porch does not have an operable light fixture.	19

*6.5 Any electrical extension cord used for permanent extension of power in place of approved installed wiring. An improper extension cord use may include: (1) running the cord through doors, doorways, halls, windows, cabinets; (2) concealed extension cords within walls, floors, or ceilings; (3) cords installed on walls and ceilings; or (4) otherwise unsafe.	24
*7.1 Running water temperature is below 100°F.	15
*7.2 Any individual unit water heater is set above 120°F.	41
*7.3 Evidence the plumbing system is not connected to an approved sewer or a potable water source, or is not in good working order. Evidence includes, for example: (1) strong sewer gas smell in the basement, crawlspace or outside of unit; (2) leaking of basement plumbing pipes; (3) clogged or very slow drains; (4) flexible traps or other improper piping; or (5) otherwise unsanitary.	73
*7.4 Visual evidence that a pressure temperature relief valve on a hot water heater is missing, not installed properly, has been tampered with, the relief valve is dripping, or is otherwise unsafe.	111
*7.5 Gas piping is leaking, kinked, crushed, inadequately supported, or pulling away from the wall and is otherwise unsafe. (NOTE: if leak detected, evacuate and call 911 immediately)	5
*8.1 Bathroom does not include a fully functional sink, toilet, and tub or shower.	14
*8.3 Tight-fitting door missing if bathroom is in a food preparation area.	1
*8.4 Toilet does not flush, is broken, leaks at the base, or is not secure to the floor.	63
*8.5.a. Dripping faucets, cracked or chipped porcelain, slow drain, or broken but operable handles or knobs.	10
*8.5.a. Sink: Dripping faucets, cracked or chipped porcelain, slow drain, or broken but operable handles or knobs.	11
*8.5.b. Sink: Is not operable such as cracked through, faucet cannot turn on, or no hot and cold water.	7
*8.5.c. Under sink plumbing pipes or connectors are leaking.	12
*8.6.a Shower or bathtub: Dripping faucets, cracked or chipped porcelain, slow drain, broken but operable handles or knobs.	31
*8.6.b Shower or bathtub: Is not operable such as cracked through, faucet cannot turn on, or no hot and cold water.	6
*8.6.c Shower or bathtub: Plumbing pipes or connectors are leaking.	7
*8.7 Bathroom Counter is missing tile, pieces are broken, is made of a porous material, or is pulling away from the wall.	1
*8.8.a Bathroom wall, floor or ceiling covers: Broken such that floor, wall, or ceiling studs or joists are visually exposed.	3
*9.1 Dwelling unit does not have a kitchen which must include sink, counter, and cabinets, as well as a cooking appliance, and refrigerator or space and approved hookups for the appliances.	4
*9.2 Kitchen: Counter is missing tile, pieces are broken, is made of a porous material, or is pulling away from the wall.	8
*9.3.a Refrigerator /freezer: Missing a handle or seal is compromised.	2
*9.3.b Refrigerator /freezer: Is inoperable or not in good working condition.	3
*9.4.a Cooking appliance: One or more parts are inoperable or missing but appliance still has food cooking capability.	19
*9.4.b Cooking appliance: Not rated for indoor use or entire appliance is inoperable.	8
*9.5.a Kitchen sink: Dripping faucets, cracked or chipped porcelain, slow drain, or broken but operable handles or knobs.	25
*9.5.b Kitchen sink: Not operable such as cracked through, faucet cannot turn on, or no hot and cold water.	8
*9.5.c Kitchen: Under sink plumbing assemblies including any piping, faucet risers, traps, or sink connectors are leaking.	35
*10.1 Garbage/rubbish is accumulated outside of trash receptacles.	15
*10.2 Visible evidence of rodents or insects such as bedbugs, ants, cockroaches, or silverfish. Note: documentation issued by a certified exterminator or a certified fumigator is sufficient to pass this item in the following cases: (1) the documentation confirms the existing treatment program is appropriate and following the recommended treatment plan; (2) documentation of a new or expanded treatment program and at least one treatment performed following the new or expanded treatment program; or (3) documentation that there are no pests present.	35
*10.4 Smoke detectors missing, not functional, or not centrally located in hallways outside sleeping rooms.	23