

Inspections

Scheduling of Inspections

An inspection of the property is required prior to issuing a new rental license. After the initial inspection of your rental property, inspections will be conducted every two years. The City Staff will contact you to set up the inspection. As the property owner or resident agent, it is your responsibility to notify tenants of the scheduled inspection. If you need to cancel and re-schedule the inspection, please contact the City Staff at least 24 hours in advance of the scheduled inspection date.

Re-inspection Fee

Re-inspection fees will be charged if the City Staff cannot access the property during the initial scheduled inspection and after the second inspection if corrections are still needed. The re-inspection fee is \$50.00.

Inspection Criteria

The City Staff will be inspecting the exterior and interior of the property to insure it complies with the City's Ordinances regarding property and

housing maintenance, Section 211.

A copy of the City's Development Code is available on the City's website at www.shoreviewmn.gov.

Compliance Orders

The City Staff will leave a compliance order at the premises that will identify whether or not corrections are needed. If the property does not pass the inspection, this compliance order will indicate the corrections needed and the timeframe in which they are to be completed. A re-inspection date will also be scheduled. A fee is not charged for this initial re-inspection; however, a fee will be charged for any subsequent re-inspections that are needed to verify that the corrections have been completed. If progress is not being made on the corrections, the City Council does have the authority to suspend or revoke the license.



Rental Property Inspections
General Dwelling Unit (GDU)

 **Home and Yard Checklist**

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Property Maintenance Home and Yard Check

This checklist is provided as a guideline for property owners to use in evaluating their property. This checklist is a basic guide to the important city ordinances about exterior housing, building and exterior property maintenance regulations that exist.

Interior Housing Maintenance	
I. Interior Housing Maintenance	
Yes/No	Adequate sanitation fixtures and maintenance.
Yes/No	Hot and cold running water.
Yes/No	Heating system capable of 70 degrees 3 ft from floor.
Yes/No	Adequate electric service and wiring/free from hazards.
Yes/No	Smoke detectors: 1 in each bedroom, areas leading to bedrooms, all levels. Verify battery powered are operable in addition to hard wired.
Yes/No	Proper installment of Carbon Monoxide Alarms (CO) within 10 ft. of each used for sleeping purposes.
Yes/No	Handrails: all stairs over 3 risers, in adequate condition/no disrepair.
Yes/No	Stairs free from defects.
Yes/No	Dryer venting, vent to outside, insulate 3' to exterior.
Exterior Housing Maintenance	
II. Roofs and Chimneys	
Yes/No	Roofs are free from surface breaks, raised edges, curling, missing or damaged shingles or holes.
Yes/No	Roofs are free of missing, damaged or rotting eaves, fascia or soffit.
Yes/No	Roofs are free of sag and capable of supporting required loads.

Yes/No	Chimneys are free of loose or unstable materials.
III. Foundation	
Yes/No	Buildings are structurally sound and do not lean or sag.
Yes/No	Foundations are free from cracks or holes.
IV. Exterior Surfaces	
Yes/No	All exterior surfaces are free of blighting and deteriorating conditions such as...cracks, tears, holes, loose, missing or rotted boards or other materials.
Yes/No	Peeling, cracked or blistered paint or stucco.
V. Exterior Walls	
Yes/No	The walls are weatherproof and watertight: protected from the elements by paint, protective covering or treatment.
Yes/No	The walls are in sound condition and repair.
VI. Doors, Windows & Screens	
Yes/No	All windows have screens and unbroken windowpanes.
Yes/No	All doors and windows are waterproof, weatherproof and free of rot.
Yes/No	The doors, windows and screens are free of cracks, tears, holes, and loose or unstable materials.
Yes/No	The doors, windows and screens are in sound condition and repair.
VII. Fences and Retaining Walls	
Yes/No	Fences and retaining walls are: safe, structurally sound, and not leaning.
Yes/No	Free of missing slats or parts, loose or unstable materials.
Yes/No	Free of cracks and blistering that requires patching and/or painting.
Exterior Property Maintenance	
VIII. Vehicles, Trailers, Boats, Campers, Etc.	
Yes/No	The property is free of outdoor storage of inoperable, unlicensed, dismantled or

Yes/No	The property has no more than four vehicles parked on the property. All vehicles must be on
Yes/No	All vehicles outside are parked on an impervious surface.
Yes/No	No more than a total of two boats, trailers and RV (but no more than one RV).
Yes/No	All vehicles are parked at least five feet from side and 10 feet from rear lot lines.
IX. Outside Storage	
Yes/No	The property is free of junk, debris, brush, equipment, appliances, indoor furniture, or other personal property no longer used for the purpose it was made or manufactured.
Yes/No	Garbage cans are stored within a fully enclosed building or screened from public view.
X. Weeds, Grass & Vegetation	
Yes/No	The grass is less than 9 inches tall and free from noxious weeds.
Yes/No	The property is free from brush, leaves, grass and weed clippings.