

## *Understanding City of Detroit*

# PROPERTY MAINTENANCE INSPECTIONS

The City of Detroit requires all rental properties to be in compliance with basic livable criteria.

Inspections are required annually for certification with the city.

Landlords who are in compliance with the ordinance and have no violations are given longer periods of certification.

Learn how to obtain a  
**CERTIFICATE OF COMPLIANCE**

Understand what you need to  
**PASS INSPECTION**

Find out if your properties  
need **LEAD TESTING** too



It's our goal to help property owners pass their inspections, minimize violations, and achieve multi-year certifications!

# CERTIFICATES OF COMPLIANCE

A certificate of compliance shows that your property is safe for tenants to occupy, that your dwellings are up to minimal standards, and that you are current on your property taxes. Once you obtain your *Certificate of Compliance*, it is valid for 3 years .

Every rental property in the City of Detroit needs to successfully pass an inspection by a city-approved third- party inspector. ETC is certified by the city, and we're dedicated to helping property owners get the job done in the most efficient, cost-effective way possible.



## STEP 1: Register Your Rental Property.

You can register your property with the city of Detroit online at [detroitmi.gov](http://detroitmi.gov).



## STEP 2: Schedule Your Inspection.

If you have a 1 or 2 family property, you need a 3rd party, or BSEED, inspection. There are only four companies, including ETC, that are certified with the city to provide these inspections.

*NOTE: If your property was built before 1978 you may also need a **lead inspection**. Bundling inspections together can save you time and money and with an ETC inspection, you can get your BSEED and Lead Inspection done on the same day! To schedule with ETC, call 734-955-6600 or go to [2etc.com/rental-property-owners](http://2etc.com/rental-property-owners).*



## STEP 3: Get Your Certificate of Compliance

This is the hardest step, but we're here to make it simple. This ebook includes a pre-inspection checklist and step-by-step instructions on what to do after you receive your report.

# PREPARING FOR A 3RD PARTY (BSEED) INSPECTION

The checklist below will help you understand exactly what city-certified inspectors will be looking for. Following this list will increase your chances of passing your inspection.

## AREAS OF CONCERN CHECKLIST



- Exterior is clean & free of garbage
- Interior is clean & free of garbage
- Grass is shorter than 8 inches
- Fences, garages, sheds & walls are in good condition.
- No graffiti or carvings on exterior.
- All cars must be operable, licensed & parked on pavement
- Balconies, decks, doors, windows, porches and trim are free of debris and in good condition.
- All wood and metal exterior surfaces are painted.
- All exterior paint is in good shape and not peeling, chipping or cracking. (Including doors and windows)
- Siding and masonry joints are in good condition, are water resistant and water tight.
- Address on the property- in numerals, at least 4 inches in height.
- All gutters and downspouts in good working condition & free of debris.
- Rooftop materials are in good condition & free of leaks.
- Roof flashings are in good working condition.
- All exterior balconies , porches, and stairways are structurally sound.
- All balconies, porches and stairs are able to support their loadweight.
- Handrails and guardrails are secure and capable of supporting normal imposed loads.
- Water heater is properly installed and vented.
- All structures are free of deterioration.
- Basement walls maintained to prevent water leakage.
- All exterior windows have locks and screens.
- All interior paint is in good shape, not peeling, chipping, cracking (including doors and windows)
- There is no cracked or loose plaster or decayed wood.
- All entering/exiting doors are able to be opened
- All exterior doors must be able to exit without the use of a key.
- A safe and continuous path that leads from any point inside to the outside.
- All rooms and cellars must have a light controlled by a switch.
- All light fixtures have a switch, light, and electric components. (Remove unapproved wiring.)
- All plumbing fixtures are free of obstruction, and function properly.
- There are smoke detectors in or just outside of every sleeping area, and on every floor.

# ALL CHECKED, NOW WHAT?

Once you've checked all the areas of concern, you're almost ready for your inspection. Before you schedule that, you need to determine if you need another clearance.

## WAS YOUR PROPERTY BUILT BEFORE 1978?

If the answer is 'no,' you can skip this section and schedule your inspection. If your answer is 'yes' you will need a **Lead Inspection**. The city of Detroit requires all properties built before 1978 have a Lead Clearance Inspection *before* they will issue a Certificate of Compliance. A Lead Clearance is good for three years.

**NOTE:** *If you need a Lead Inspection, it will incur additional cost.*



## SCHEDULE YOUR INSPECTION!

Once you decide if a Clearance /3rd Party combo inspection is right for you, or simply wish to get a Third Party Inspection, you can request one on our site or via phone. **There are only four inspector groups certified with the city of Detroit to perform 3rd party rental inspections, so make sure yours is certified!**

ETC offers 3 convenient ways to schedule your rental inspection:

1. Online: [2etc.com/rental-property-owners](https://2etc.com/rental-property-owners)
2. Telephone: 734-955-6600
3. Email: [sales@2etc.com](mailto:sales@2etc.com)

# WHAT TO EXPECT ON INSPECTION DAY



An Inspector will arrive on the day of service to perform the inspection. Please ensure that someone over the age of 18 is at the property during this inspection.



After the inspection, the Inspector will write a detailed report and send it to you. This report will have in-depth instructions on your next steps. Follow the instructions in the report. If necessary, schedule your FREE re-inspection.



Once everything has been handled correctly and you've passed your 3rd-party inspection, you can submit your reports to the city of Detroit for your Certificate of Compliance.

## RE-INSPECTIONS: WHAT HAPPENS IF YOU DON'T PASS INSPECTION THE FIRST TIME

Many properties fail the first time, that's why ETC offers a follow-up inspection for FREE.

Once you receive your detailed report, simply correct the issues of concern as directed, and call us to schedule your follow-up re-inspection.

(Additional inspections after the first re-inspection are subject to further costs.)

**Thanks for letting us cover your assets!**

*THIS EBOOK IS COMPLEMENTS OF*

