



BUILDING DIVISION

City of Concord
Multi-family Unit Inspection and Maintenance Program
SELF-INSPECTION CERTIFICATION APPLICATION

City officials and multiple-family rental dwelling owners acknowledge that the primary purpose of the Multiple-Family Rental Dwelling Unit Inspection and Maintenance Program is to proactively identify blighted and deteriorated housing stock and to ensure the rehabilitation or elimination of housing that does not meet minimum building code and housing code standards, exterior maintenance standards, and site maintenance standards, or is not safe to occupy and further to preserve and enhance the quality of life for residents of the city living in multi-family dwelling units. A property owner may qualify for participation in the Self-Certification process if he/she meets the criteria established by the City. Both parties recognize that not every code violation found at the multi-family dwelling complex will result in the owner losing his/her self-certification status. If violations are discovered that warrant enforcement, the City retains its authority to correct all violations in order to gain compliance.

APPLICATION DATE: _____

APPLICATION FEE: \$62.00 Check Enclosed

(application fee is non-refundable)

Make Check payable to: City of Concord

Please mail the completed application, affidavit, inspection fees, and application fees within thirty days of your invoice to:

City of Concord
 Building Division
 1950 Parkside Drive, MS/51
 Concord, CA 94519

OWNER / AGENT INFORMATION

NAME			<input type="checkbox"/> Owner
			<input type="checkbox"/> Owner's Agent
ADDRESS (street number and name)			
CITY		STATE	ZIP
TELEPHONE: HOME:	CELL:	BEST TIME TO CALL	
FAX	E-MAIL		

MANAGER INFORMATION

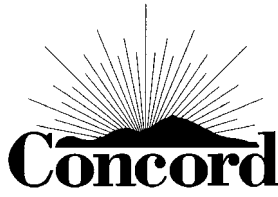
NAME			
ADDRESS (street number and name)			
CITY		STATE	ZIP
TELEPHONE: OFFICE:	CELL:	BEST TIME TO CALL	
FAX	E-MAIL		

PROPERTY INFORMATION

MULTI-FAMILY UNIT COMPLEX NAME			
PROPERTY ADDRESS (street number and name)			
CITY		STATE	ZIP
NUMBER OF UNITS			

OFFICE USE ONLY

Current Business License? <input type="checkbox"/> <input type="checkbox"/> Prior Cases? <input type="checkbox"/> <input type="checkbox"/> Existing Cases? <input type="checkbox"/> <input type="checkbox"/>	Finance MFHIP Fee \$ _____ Invoice # _____ Outstanding Fees? YES <input type="checkbox"/> NO <input type="checkbox"/> Application Fees? YES <input type="checkbox"/> NO <input type="checkbox"/>	(DATE STAMP)
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BUILDING AND NEIGHBORHOOD SERVICES

**City of Concord
Multi-family Housing Unit Inspection and Maintenance Program**

AFFIDAVIT OF SELF-CERTIFICATION

This executed affidavit must be returned with your inspection and self-certification application fees by the date indicated on the Multi-Family Housing Inspection Fee invoice. **Affidavits received after this date will be rejected and your property will not be eligible to participate in the Self-Certification Program for three years.** Once approved for Self-Certification, the owner or agent is required to inspect the property on a annual basis and complete and return re-certification affidavits to the City of Concord Neighborhood Services Division. Failure to return the re-certification affidavits annually will result in loss of self-certification status.

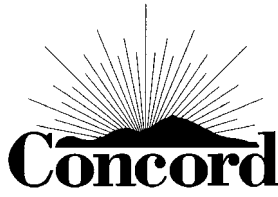
CERTIFICATION			
APARTMENT COMPLEX NAME		NUMBER OF UNITS	
APARTMENT ADDRESS		INSPECTION DATE	
<input type="checkbox"/> I certify that I or my agent have inspected the aforementioned apartment complex, and that all units, building exteriors and common areas meet or exceed the minimum criteria established by the City of Concord for the Self-Certification Program.			
<input type="checkbox"/> I certify that I or my agent was unable to inspect the following units because the tenant(s) refused to allow entry: _____			
SIGNER'S NAME (PRINT)		<input type="checkbox"/> Owner <input type="checkbox"/> Owner's Agent	SIGNATURE*
SIGNER'S ADDRESS (street number and name)			
CITY		STATE	ZIP
TELEPHONE	BEST TIME TO CALL		
FAX	E-MAIL		

Please mail the executed affidavit, application, and inspection/application fees to:

City of Concord
Building Division
1950 Parkside Drive MS/51
Concord, CA 94519

*The signature affixed to this document certifies that the owner or agent has inspected all the units and building exteriors at the property specified that this property is well maintained as detailed in the Self-Certification Checklist. Any falsification of this document or misrepresentation of the true condition of the property is grounds for dismissal from the self-certification program.

Ref:



BUILDING AND NEIGHBORHOOD SERVICES

**City of Concord
Multi-family Housing Unit Inspection and Maintenance Program**

SELF-CERTIFICATION APPLICATION, AFFIDAVIT AND CHECKLIST INSTRUCTIONS

Please read the following information carefully and refer to the attached affidavit and checklist for the City of Concord's Self-Certification Program.

Owners of well maintained multi-family properties with the following characteristics may apply to participate in the Self-Certification Program: no previously identified and uncorrected violations of the Concord Municipal Codes and/or California State Building, Housing and Health and Safety Codes; no outstanding citations, inspection or abatement fees; and a current business license for the facility.

Each owner eligible to participate, or his/her designee, must conduct an inspection of all rental units, the exterior and site. The responsible party must then; certify that conditions at the property meet or exceed the interior, exterior, and site standards listed on the Self-Certification Checklist, complete the Application and Affidavit; and, pay the Application and inspection fees. Upon receipt of the completed application, fees and executed affidavit, the City will conduct a random inspection of 20% of the units to verify that the apartment complex meet or exceed the criteria detailed in the Self-Certification Checklist.

If the complex fails the verification inspection, the owner will be given a 30 day period of time to correct minor violations. Upon re-inspection by the city, if the violations remain uncorrected, the property will not be eligible to participate in the Self-Certification program and may not reapply until the next self-certification cycle in three years. Properties that have deferred or improper maintenance will not be allowed to participate in the program.

At all times, the City shall retain the authority to investigate and address all complaints received by the city. If violations are found and corrected within the required time period, the Owner may continue to participate in the Self-Certification Program provided that the annual self-inspections have been completed and the re-certification affidavit has been returned to the City.

Change of property ownership: The Property Owner will notify the City of a change of ownership upon close of escrow. The Self-Certification will transfer to the new property owner provided that the new owner conducts a self-inspection of the property and completes a new affidavit certifying that the property meets the standards established for the program, and returns the affidavit to the City.

Exemptions: The following are exempt from the mandatory inspection program and annual inspection fee.

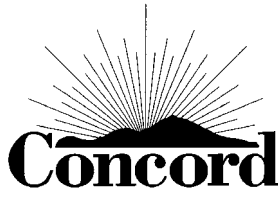
- a) Newly constructed rental units for 5 years after issuance of certification of occupancy.
- b) Properties where the rents and tenant incomes on 100% of the units (with the exclusion of manager units) are restricted by Federal, State or Local governmental programs for a period of not less than 30 years, and the restricting agency inspects a percentage of the units annually.

THE CITY RESERVES THE RIGHT TO REFUSE THE SELF – CERTIFICATION OPTION TO PARTICIPANTS THAT OWN MULTI-FAMILY PROPERTIES THAT REMAIN IN NON-COMPLIANCE AND/OR FAILS TO COMPLY WITH ALL OF THE ELIGIBILITY REQUIREMENTS.

Submission Address: Please return the executed affidavit, and completed application with your inspection/application fees to the address below on or before the date indicated on the Multi-Family Housing Inspection Fee Invoice:

City of Concord
Building Division
1950 Parkside Drive MS/51
Concord, CA 94519

Additional Information: Please contact the Building Division at (925) 671-3420 if you need clarification and further information to facilitate completion of the Self-Certification Checklist or to obtain additional information about the Multi-Family Housing Inspection Program and related documents. All materials may also be viewed at the Permit Center Lobby (Wing D) of the Civic Center, or online at www.cityofconcord.org.



BUILDING AND NEIGHBORHOOD SERVICES

**City of Concord
Multi-family Housing Unit Inspection and Maintenance Program**

SELF-CERTIFICATION CHECKLIST

The Self-Inspection Certification Checklist is designed to assist owners in determining whether their properties will qualify to participate in the Self-Certification Program. Each item on the checklist must be verified as being in compliance or marked as "Not Applicable." Use the "Comments" section to explain actions taken if you were unable to obtain access to the unit or to relay other information about items checked.

Owners should recognize that the Self-Certification Checklist is not all inclusive and that in addition to the items listed below, owners are responsible for ensuring that their apartments are in compliance with applicable provisions of the Concord Municipal Code, including the California Model Codes, Uniform Housing Code and the Uniform Code for the Abatement of Dangerous Buildings.

APARTMENT COMPLEX NAME		NUMBER OF UNITS
INSPECTION DATE	APARTMENT ADDRESS	

ITEMS	Compliance Verified	Not Applicable	NOTES
Exterior and Common Areas/Schedule A			
Building			
Foundations are in good solid condition			
Exterior paint showing no signs of damaging deterioration			
Exterior walls are free of major cracks and erosion			
Walkways are safe			
Roofs are in good repair			
Gutter and downspouts are unclogged and in good condition			
Staircases are sound and in good condition			
Guardrails and handrails are in good condition			
Exterior lighting is in good working order			
Electrical service panels, meters and enclosures are in good condition			
Decks and balconies are in good solid condition			
Chimneys have spark arrestors			
Doors and Locks			
Solid Core doors are installed			
Entry doors are equipped with deadbolt locks and passage door locks with deadlocking latches. All locks work.			
All exterior doors open and shut properly			
Sliding patio doors work properly including all locking and latching mechanisms			

ITEMS	Compliance Verified	Not Applicable	NOTES
Landscaping			
The property landscaping is being properly maintained and is free of litter			
Storm drains are clear of debris and in good condition			
Fire Extinguisher(s)			
Fire Extinguishers are provided and installed according to the State Fire and Safety Codes			
Each extinguisher has been tagged and serviced by a state licensed contractor within the last year and after each use			
Exiting			
Exits are clear and unobstructed all the way to the public right of way			
All "EXIT" signs and exit lighting is in working order			
The area on and beneath exit stairs is clear of material			
Fire doors are operable and in good condition			
Garbage/Recycling Materials			
Garbage service and sufficient garbage containers are provided on site			
All unsanitary garbage bins have been cleaned and/or replaced			
Garbage receptacles are stored in proper enclosures			
Fences and Gates			
Property fences and gates are in good working condition			
Laundry Rooms			
Interiors are clean and facilities are maintained in good condition			
Pools			
Swimming pool gates and enclosures are in compliance			
Swimming pool is clean			
Contact Contra Costa County Environmental Health Department for regulations and codes.			
Parking			
Driveways and parking areas are in good condition			
Carports are in good condition			
Sewer			
Cleanout lines are unobstructed and in good condition			
Interior/Schedule B			
Kitchen			
Floor covering is free of trip hazards			
Electrical outlets are functional and have cover plates			
GFCI's properly installed and in working condition			
Light switches function and have coverplates			
Overhead lighting is operational and in good repair			

ITEMS	Compliance Verified	Not Applicable	NOTES
Windows and windowpanes are intact, unbroken and not cracked			
Windows are equipped with proper locking devices			
Windows with screens are in good condition			
Stove burners and oven works safely with functioning door and knobs that turn completely off and on			
Gas stove is free of gaseous orders <i>Immediately report gas leaks or gaseous orders to PG&E 800.743.5000</i>			
Stove hood/filter and fan are working properly			
The dishwasher functions properly			
The garbage disposal is in good working order			
The kitchen sink and faucets drain properly and are free from leakage			
The refrigerator is in good working order			
Living Room			
Floor covering is free of trip hazards			
Electrical outlets are functional and have cover plates			
Light switches function and have coverplates			
Windows and windowpanes are intact, unbroken and not cracked			
Windows are equipped with proper locking devices			
Window screens are in good condition			
Smoke Detectors/Hallways and Bedrooms			
Smoke detectors are installed in hallways and sleeping rooms			
All smoke detectors are in working order			
To insure that smoke detectors have been inspected annually the owner/or on-site manager will keep in unit file documentation that states the date the smoke detectors were last serviced and if possible the signature of the resident, along with the maintenance personnel and owner/or on-site manager. In addition to installing smoke detectors, it is recommended that at lease one carbon monoxide detector be installed in each residential unit.			
Date Inspected:			
Inspector's Signature and Title:			
Resident Signature:			
Bedroom I			
Floor covering is free of trip hazards			
Electrical outlets are functional and have cover plates			
Light switches function and have coverplates			
Windows and windowpanes are intact, unbroken and not cracked			
Windows are equipped with proper locking devices			
Window screens are in good condition			
Egress windows are operable and open completely			

ITEMS	Compliance Verified	Not Applicable	NOTES
Note: If there are bedroom window bars they are correctly installed and have the required quick release mechanisms approved by the Concord Fire Department			
Bedroom II			
Floor covering is free of trip hazards			
Electrical outlets are functional and have cover plates			
Light switches function and have coverplates			
Windows and windowpanes are intact, unbroken and not cracked			
Windows are equipped with proper locking devices			
Window screens are in good condition			
Egress windows are operable and open completely			
Note: If there are bedroom window bars they are correctly installed and have the required quick release mechanisms approved by the Concord Fire Department			
Bedroom III			
Floor covering is free of trip hazards			
Electrical outlets are functional and have cover plates			
Windows and windowpanes are intact, unbroken and not cracked			
Windows are equipped with proper locking devices			
Window screens are in good condition			
Egress windows are operable and open completely			
Note: If there are bedroom window bars they are correctly installed and have the required quick release mechanisms approved by the Concord Fire Department			
Bathroom I			
Floor covering is free of trip hazards			
Electrical outlets are functional and have cover plates			
Light switches function and have coverplates			
Overhead lighting is operational and in good repair			
GFCI's properly installed and in working condition			
Windows and windowpanes are intact, unbroken and not cracked			
Windows are equipped with proper locking devices			
Window screens are in good condition			
The ceiling exhaust fan is in good working condition			
The sink, bathtub and toilets drain properly and are free of leaks including faucet handles			
The toilet is secure			
The sinks, bathtubs/or shower surrounds are in good condition			
Light fixtures are secure and in working order			
Towelbars and accessories are secure			

ITEMS	Compliance Verified	Not Applicable	NOTES
Bathroom II			
Floor covering is free of trip hazards			
Electrical outlets are functional have cover plates			
Light switches function and have coverplates			
Overhead lighting is operational and in good repair			
GFCI's properly installed and in working condition			
Windows and windowpanes are intact, unbroken and not cracked			
Windows are equipped with proper locking devices			
Window screens are in good condition			
The ceiling exhaust fan is in good working condition			
The sink, bathtub and toilets drain properly and are free of leaks including faucet handles			
The toilet is secure			
The sinks, bathtubs/or shower surrounds are in good condition			
Light fixtures are secure and in working order			
Towelbars and accessories are secure			
Other Important Items			
Electrical System Requirements			
The unit has no exposed or bare live wires			
Use of extension cords and electrical adapters are not overloading the circuit			
If the building was constructed in 1960 or earlier: The fuses in the panel box that serves each unit is rated at least 15 amps			
<i>Note: If the fuses are greater than 15 amps and the unit was built in 1960 or before, an electrical danger is present unless the wiring has been updated. The City strongly recommends that you contact an electrician if you are not sure about the proper fuses for the building or units.</i>			
Sub-panels are labeled and breakers are in proper working condition			
Plumbing and Mechanical Requirements			
Electrical or gas heaters are functioning properly Note: If there is a high-pressure gas boiler system (not the water heater), the boiler heating system is in proper working condition (CC Pamphlet pg.)			
The water heater is in working order supplying water at a minimum of 120°F			
The water heater has a working temperature and pressure relief valve including a proper drain line on the pressure relief valve			
The water heater is properly strapped			
Gas lines have shut off valves at the appliance connection All service gas lines are free of leaks <i>If you smell gaseous order report immediately to PG&E 800.743.5000</i>			
The vent pipes that serve gas heating appliances are terminated above the roofline with vent caps (Direct vent heaters are exempt)			

ITEMS	Compliance Verified	Not Applicable	NOTES
Mold			
There is no visible mold in the unit Information: If mold is found assess the situation by cleaning and/or using a professional mold abatement company to refinish all deteriorated surfaces and remedy the water intrusion problem. If mold is resident caused, after addressing the problem, the City of Concord recommends that you give your tenants a Mold Notification Addendum to add to your rental agreement. This addendum should inform residents about mold and their responsibilities to prevent mold growth and how to inform owner of possible water intrusion/mold in the unit.			
Vector (insects, rodents and other pest)			
Property is free of infestations			

COMMENTS