

**BUILDING DIVISION**  
**City of Concord**  
**Multi-Family Inspection Program**

**SELF-CERTIFICATION APPLICATION, AFFIDAVIT OF SELF-INSPECTION, 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 Code, California State Building Code, or California Housing Code; no outstanding citations, inspection or abatement fees; and, possession of a current business license for the complex.

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 **Self-Certification Application** and **Affidavit of Self-Inspection**. Upon receipt of the completed application and executed affidavit, the City will conduct a random inspection of 25% of the units to verify that the apartment complex meets or exceeds the criteria detailed in the *Self-Certification Checklist*.

**NOTE: All fees will be invoiced following completion of the inspection process.**

**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 fiscal year. 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 property remains free of substandard conditions.

**Change of property ownership:** The Self-Certification will transfer to the new property owner. Owners are encouraged to notify the City of change of ownership to avoid receiving billings or other correspondence beyond date of property transfer.

**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 of Self-Inspection and completed Self-Certification application to the mailing or email address below before the initial inspection of your next inspection cycle:

City of Concord  
Building Division,  
MFIP  
1950 Parkside Drive  
MS/51  
Concord, CA 94519  
MFIP@cityofconcord  
.org

**Additional Information:** Please contact the MFIP staff at (925) 671-3408 or MFIP@cityofconcord.org if you need clarification or 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 <http://www.cityofconcord.org/MFIP>



BUILDING DIVISION  
**City of Concord**  
**Multi-family Rental Inspection Program**  
**SELF-CERTIFICATION APPLICATION**

**Please refer to the Self-Certification Application, Affidavit and Checklist Instructions for important information regarding the submittal and timing required for this application.**

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

**Please mail or email the completed self-certification application and affidavit of self-inspection to:**  
 City of Concord  
 Building Division, MFIP  
 1950 Parkside Drive, MS/51  
 Concord, CA 94519  
 MFIP @cityofconcord.org

All fees will be invoiced following completion of the inspection process

**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**

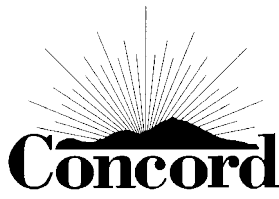
NAME		
ADDRESS (street number and name)		
CITY	STATE	ZIP
TELEPHONE: OFFICE:	CELL:	BEST TIME TO CALL
FAX	E-MAIL	

**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? YES <input type="checkbox"/> NO <input type="checkbox"/>	Finance	(DATE STAMP)
Prior Cases? YES <input type="checkbox"/> NO <input type="checkbox"/>	MFHIP Fee \$ _	
Existing Cases? YES <input type="checkbox"/> NO <input type="checkbox"/>	Invoice # _	
	Outstanding Fees? YES <input type="checkbox"/> NO <input type="checkbox"/>	
	Application Fees? YES <input type="checkbox"/> NO <input type="checkbox"/>	



**BUILDING DIVISION**

**City of Concord  
Multi-Family Inspection Program**

**AFFIDAVIT OF SELF-INSPECTION**

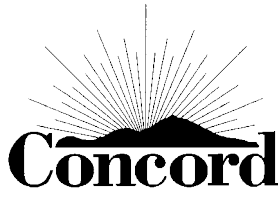
This executed affidavit must be returned with your self-certification application. Please refer to the Self-Certification Application, Affidavit and Checklist Instructions for important information regarding the submittal and timing required for this affidavit.

<b>CERTIFICATION</b>			
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 or email the executed affidavit and application to:

City of Concord  
Building Division, MFIP  
1950 Parkside Drive, MS/51  
Concord, CA 94519  
MFIP @cityofconcord.org

**\*The signature affixed to this document certifies that the owner or agent has inspected all the units and building exteriors at the property specified and 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**



**BUILDING DIVISION**

City of Concord

Multi-Family Inspection Program

**SELF-INSPECTION CHECKLIST**

**This Checklist does NOT have to be submitted to the City unless there is pertinent information you wish to relay regarding your self-inspection.** The Self-Inspection 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, California Building Code, and California Housing Code.

APARTMENT COMPLEX NAME		NUMBER OF UNITS
INSPECTION DATE	APARTMENT ADDRESS	

ITEMS	Compliance	Not Applicable	NOTES
	Verified		
<b>Exterior and Common Areas/Schedule A</b>			
<b>Building</b>			
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, free of trip hazards			
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			
<b>Doors and Locks</b>			
Solid core exterior 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
<b>Landscaping and Grounds</b>			
The property landscaping is being properly maintained			
Storm drains are clear of debris and in good condition			
Property is free of discarded items, miscellaneous junk and debris			
<b>Fire Extinguisher(s)</b>			
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			
<b>Exiting</b>			
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			
<b>Garbage/Recycling Materials</b>			
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			
<b>Fences and Gates</b>			
Property fences and gates are in good working condition			
<b>Laundry Rooms</b>			
Interiors are clean and facilities are maintained in good condition			
<b>Pools</b>			
Swimming pool gates and enclosures are in compliance			
Swimming pool is clean			
Contact Contra Costa County Environmental Health Department for regulations and codes. Pool Inspection Program (925)692-2500			
<b>Parking</b>			
Driveways and parking areas are in good condition			
Carports are in good condition			
<b>Sewer</b>			
Cleanout lines are unobstructed and in good condition			
<b>Interior/Schedule B</b>			
<b>Kitchen</b>			
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 cover plates			
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&amp;E 800.743.5000</i>			
Stove hood/filter and fan are working properly			
The garbage disposal is in good working order			
The kitchen sink and faucets drain properly and are free from leakage			
<b>Living Room</b>			
Floor covering is free of trip hazards			
Electrical outlets are functional and have cover plates			
Light switches function 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			
<b>Smoke Detectors/Hallways and Bedrooms</b>			
10 year sealed unit type smoke detectors are installed in hallways and sleeping rooms			
All smoke detectors are in working order			
To insure that smoke detectors are in good working order it is recommended that they are inspected annually by 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 required on each level that at least one carbon monoxide detector be installed in each residential unit.			
Date Inspected:			
Inspector's Signature and Title:			
Resident Signature:			
<b>Bedroom I</b>			
Floor covering is free of trip hazards			
Electrical outlets are functional and have cover plates			
Light switches function 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, open completely and are not blocked by furniture or other items.			

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 Contra Costa Fire District (925) 941-3300			
<b>Bedroom II</b>			
Floor covering is free of trip hazards			
Electrical outlets are functional and have cover plates			
Light switches function 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, open completely and not blocked			
Note: If there are bedroom window bars they are correctly installed and have the required quick release mechanisms approved by the Contra Costa Fire District (925) 941-3300			
<b>Bedroom III</b>			
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, open completely and not blocked			
Note: If there are bedroom window bars they are correctly installed and have the required quick release mechanisms approved by the Contra Costa Fire District (925) 941-3300			
<b>Bathroom I</b>			
Floor covering is free of trip hazards			
Electrical outlets are functional and have cover plates			
Light switches function and have cover plates			
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			
Towel bars and accessories are secure			

ITEMS	Compliance Verified	Not Applicable	NOTES
<b>Bathroom II</b>			
Floor covering is free of trip hazards			
Electrical outlets are functional have cover plates			
Light switches function and have cover plates			
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			
Towel bars and accessories are secure			
<b>Other Important Items</b>			
<b>Electrical System Requirements</b>			
The unit has no exposed or bare, live, spliced or otherwise unsafe/hazardous wiring			
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			
<b>Plumbing and Mechanical Requirements</b>			
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&amp;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
<b>Mold</b>			
<p>There is no visible mold in the unit            Information: If mold is found, assess the situation by remedying the water intrusion problem and by cleaning and/or using a professional mold abatement company to refinish all deteriorated surfaces. If mold is determined to be resident caused, due to not ventilating properly, 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 the owner of possible water intrusion within the unit.</p>			
<b>Vector (insects, rodents and other pest)</b>			
Property is free of infestations			

COMMENTS