

Rental Registration & Inspection Information

All landlords within the City of Caddo Mills are required to register and complete an application for each property they own.

A rental inspection is required upon occupant change. This inspection is to ensure the rental dwelling unit is safe to be occupied. There is a \$75.00 non-refundable inspection fee. A **\$100.00 Administrative fee will be assessed if the residence has been occupied prior to inspection.** Upon issuance of the RCO - Rental Certificate of Occupancy, the water services are required to be transferred from the landlord into the tenant's name. Fees may be assessed for failure to comply with up to a \$500 per day per offence. An RCO is not assignable or transferrable.

Items that will be inspected:

- ✓ Address displayed on house easily visible from roadway minimum 4" tall numbers with contrasting colors.
- ✓ Fire Protection Standards Provide adequate number of operable smoke detectors as specified in the 2021 Int. Building and Fire Codes; Each bedroom & connecting hallway(s) to a bedroom.
- ✓ Provide and maintain working order. Connections and pipes to supply potable water at adequate pressure to a dwelling unit: Private cut-off must be accessible & Operable.
- ✓ Provide an operable water heater.
- ✓ Provide, connect and maintain in working order a kitchen sink and proper drain in a dwelling unit.
- ✓ Provide an adequate interior home heating system.
- ✓ Water Heater T&P valve not reduced down and has proper clearances and proper mounting for gas vent.
- ✓ Gas/AC heating unit has proper clearance and vent pipe is properly mounted.
- ✓ All non-used gas outlets are capped with Childproof Caps.
- ✓ Exterior dwelling weather tight and painted.
- ✓ Repair holes, cracks and other defect reasonably capable of causing injury to a person in stairs, porches, steps and balconies.
- ✓ Check flooring for trip hazard(s).
- ✓ Weather head has proper clearance.
- ✓ Outlet/Switch covers in place.
- ✓ Slots in breaker box panel must be filled.
- ✓ Eliminate a hole, excavation, sharp protrusion, and other objects or conditions that exist on the premises and are reasonably capable of causing injury to a person;
- ✓ Remove dead trees and tree limbs that are reasonably capable of causing injury to a person;
- ✓ Trash and rubbish removed.
- ✓ Broken Windows.
- ✓ Keep the interior of a structure free from insects, rodents and vermin.
- ✓ Gauge Gas Pressure on repaired gas lines.
- ✓ Outlets need to be GFCI protected as per code NEC 2023.
- ✓ If a residence has a fence, it must be in good working condition.
- ✓ If a residence has a swimming pool or hot tub, all safety barriers must be in place as per code.

Reference - City of Caddo Mills Ordinance 091024-5