



## What to Expect at Your Safe Housing Inspection

We strongly recommend that you conduct your own inspection of each rental unit/dwelling prior to the City's inspection to assure they are in the best condition possible and correct any potential violations. Please use the Checklist located on the City's website as a guide: [www.cityofedwardsville.com/rental](http://www.cityofedwardsville.com/rental)

### Who needs to be present for the inspection?

We only require that the owner, owner's agent, or representative be present for the inspection. Tenants can be present but it is not mandatory.

### What should I bring to the inspection?

Some violations can be corrected during the inspection and we encourage you to do so. The following items would be helpful in resolving potential violations that are easily repaired:

- **Keys for each building/unit**
- Batteries – for smoke detectors
- Extra smoke detectors
- Extra carbon monoxide detectors
- Outlet & light switch covers
- Step stool or ladder
- Tool box or screwdriver (at minimum)
- Pen & paper for your notes

### What are the most common violations?

- GFI's not installed or inoperable above kitchen countertops, bathrooms, and basements.
- Outlets and/or light switch covers are missing or the outlet is not secured to the wall.
- Smoke alarms are not present or they are inoperable. They are required on each level, within 15 feet outside of sleeping areas and in every sleeping room.
- Carbon monoxide detectors not present. They are required within 15 feet outside of sleeping areas if the home has fuel burning appliances or an attached garage.
- Sleeping room windows do not open or do not stay in an open position.
- Water heater does not have a temperature & pressure relief valve drainpipe installed.
- Required graspable handrails (over four risers) are missing or not secured.

### What happens if there are violations found that could not be corrected on site?

- A Notice of Violation will be prepared and a deadline date will be established by which to correct all violations (generally 30 days). Staff will email or mail the Notice of Violation and/or Completed Inspection Form to the provided address of owner or owner's agent. If a re-inspection is not scheduled by the deadline, and the owner or owner's agent fails to comply or work with staff; the property owner will be cited and must appear in Municipal Court. Fines will be assessed.

### How do I schedule a Safe Housing Inspection?

Contact the office at 618-307-1501 or email: [rentalregistration@cityofedwardsville.com](mailto:rentalregistration@cityofedwardsville.com)

### What if a new tenant moves in my property?

- Email [rentalregistration@cityofedwardsville.com](mailto:rentalregistration@cityofedwardsville.com) informing us that a tenant change is needed. Preferably, within 30 days of occupancy. Provide us with: the Rental Address, Rental License Number, your contact information, and the new tenant(s) name and contact information.

#### Contact Info:

City of Edwardsville • Public Works Department • 200 East Park Street • Edwardsville, IL 62025  
P: 618-307-1501 • E: [rentalregistration@cityofedwardsville.com](mailto:rentalregistration@cityofedwardsville.com) • W: [www.cityofedwardsville.com/rental](http://www.cityofedwardsville.com/rental)