



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.cityofhighwood.org/rentalchecklist

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:

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

What are the most common violations?

- GFI's not installed or inoperable above kitchen countertops and/or bathrooms
- Washing machine outlets are not grounded or GFCI protected.
- 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.
- Gas fired furnaces and/or water heaters do not have adequate combustion air openings.
- Water heater does not have a temperature & pressure relief valve drain pipe installed.
- Required handrails (over four risers) are missing or not secured.

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

The rental inspection will be documented as "not approved" and a deadline date will be established by which to correct all violations (generally 30 days).

How do I schedule a Rental Inspection?

Contact Highwood City Hall at 847-432-1924 Ext. 1107 or email: ctombari@cityofhighwood.org

How will re-inspections be scheduled and conducted?

Owner or owner's agent should contact City Hall re-inspection. 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.