

RENTAL PROGRAM INSPECTION GUIDE

- The City reserves the right to inspect residential rental properties at any time to ensure compliance with all property maintenance (Chapter 174), Zoning (Chapter 230) and other City codes per Chapter 180-8 Paragraph A by providing a minimum of 48 hours' notice as provided in the Landlord Tenant law in the Delaware Code.
- The residential rental operating license fee of \$50 covers the initial inspection and one re-inspection for each property. When conditions of a property are such that cause more than one follow-up inspection, for the purpose of ensuring compliance, a fee of \$50 per inspection will be imposed.
- All registration requirements must be met, taxes and utility bills must be current and any other fees owed to the City must be paid before the inspection can occur.
- The City will provide written correspondence to each Landlord requiring an inspection of the property. The Landlord will be required to contact the City Planning Department at 302-424-8396 to schedule an inspection within the specified timeframe. The City will inspect all rental units within the City based on the following schedule;
 - 2018 – Sussex County
 - 2019 – Kent County
 - 2020 – Ward 1
 - 2021 – Ward 2
 - 2022 – Ward 3
 - 2023 – Ward 4
- Rental properties that have been inspected for compliance with HUD or USDA Rural Development Housing Voucher programs need only submit the most current HUD/USDA inspection report in lieu of the City's inspection. Copies of the inspection reports may be emailed to hwillis@milford-de.gov or faxed to the Planning Department at 302-424-3559
- When an inspection is scheduled, it is the responsibility of the property owner to make sure the property is ready by the time the inspector arrives on site. This includes notifying the tenant in accordance with applicable State laws. The inspector may arrive 15 minutes before or 15 minutes after the scheduled time. In the rare occurrence that the inspector does not arrive within 15 minutes of the appointment time, please contact the City of Milford at 302-424-8396.
- A typical inspection should take 15-20 minutes to complete; however, there may be occasions where an inspection could take up to an hour depending on the complexity and condition of the rental unit.
- If an inspection needs to be cancelled or rescheduled, the City must be notified by 3:30 p.m. the day before the inspection by calling 302-424-8396.
- If an inspector arrives on site and the property is not ready and the inspection was not cancelled or rescheduled, a fee of \$50 must be paid to the City before the inspection can be rescheduled.

- All utility services must be on and operational at the time of inspection. If all utilities and mechanical equipment are not on and properly operating at the time of the initial inspection, the inspection will fail and count against the number of inspections.
- Every effort should be made by the property owner to clear and de-clutter living areas to allow easy and safe access to all areas of the dwelling.
- Pets shall be placed outside or within secured crates to avoid interference with completing a full inspection of the interior and exterior premises.
- All areas of the rental unit must be accessible to the inspector at the time of inspection.
- All violations will be noted on the inspection report. A copy of the inspection report will be provided to the owner and available to the public upon completion of the inspection.
- If the property fails the inspection, it is the owner's responsibility to ensure the noted violations are corrected. Once violations are corrected, it is the owner's responsibility to schedule a re-inspection of the property. The initial inspection and one re-inspection are provided at no charge to the owner. Should the property require additional inspections, these will be assessed at \$50.00 per inspection. If the owner fails to comply with the requirements of Chapter 180, or other City Codes, the owner may be subject to violations and penalties as outlined in the City Code carrying a fine of up to \$1,000 per day.
- It is recommended that the Landlord have replacement batteries for smoke detectors the day of the inspection to avoid delays or re-inspection.
- Kitchen stoves should be installed per manufacturer's instructions, including the installation of anti-tip brackets.
- The State of Delaware amended Title 16, Health and Safety of the Delaware Code by adding Chapter 66C Carbon Monoxide Detection Devices. Effective January 1, 2019, the adoption of Senate Bill No. 91 requires owners of "lodging establishments" to install carbon monoxide detection devices if a dwelling unit or sleeping unit has a fossil-fuel burning heater or appliance, a fireplace, or other feature, fixture or element that emits carbon monoxide as a byproduct of combustion, or if the unit has an attached garage.

For existing lodging establishments constructed before January 1, 2019, carbon monoxide detection devices required under Delaware Code must be installed before December 31, 2020. Please visit the below link for more information.

<http://delcode.delaware.gov/title16/c066c/index.shtml>