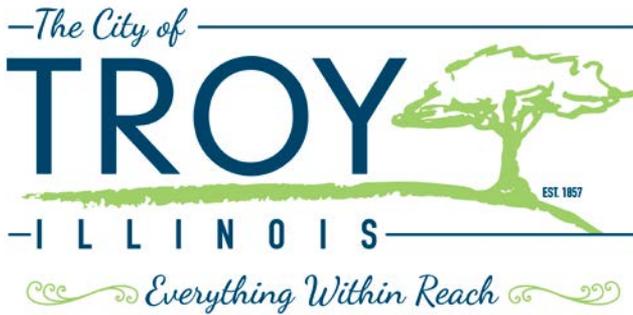


GUIDEBOOK
FOR
RENTAL PROPERTY
OWNERS AND AGENTS



Building & Zoning Department
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www.troyil.us

Introduction

The City of Troy dedicated that all city residents are provided with a safe, sanitary and decent living environment. To achieve this goal the Building & Zoning Dept. is charged with assuring that rental properties comply with the recently approved City of Troy Residential Rental Code.

Owner/Agent Responsibilities

It is generally the owner's/agent's responsibility to assure that the property is maintained in conformance with the provisions of the Property Maintenance Code. The City of Troy Building & Zoning Dept. inspects the interior and exterior and common areas of all subject properties as tenancy changes. The department also inspects units in a building subject to receiving complaints. The owner has primary responsibility for the activities related to conformance associated with the code compliance including the following requirements.

Property Maintenance Code

The Property Maintenance Code is established for the condition of all aspects of the property, including provisions for exterior conditions such as painting, masonry, tuckpointing, roofs, gutters, handrails, landscaping, trash areas and general property upkeep.

The Code also addresses the interior of buildings, including general cleanliness of all common areas, handrails, stairs and painting, as well as conditions pertaining to the individual units.

In addition to the general code provisions for interior and exterior maintenance, the Property Maintenance Code contains very specific standards for lighting, occupancy, electrical, plumbing, mechanical and fire safety.

Occupancy Permit Process

All units in the building(s) subject to inspection and occupancy permit process under the policy of the City of Troy must comply with the inspection and permit process at each change in tenancy. Please be aware this process can take several days, especially if the initial inspection determines the unit is not in compliance, and make the necessary allowances when scheduling a tenant's date of occupancy.

Before a dwelling unit can be occupied, the owner/agent must submit the required application for an occupancy permit and pay the permit fee. This can be done as soon as a unit becomes available. The owner/agent will then make an appointment for an inspection of the property and affected unit to determine compliance with the Property Maintenance Code. The owner/agent will advise the tenant to go to the Building & Zoning Dept. to complete the occupancy permit and provide copies of a photo ID for each adult tenant and then to the Water Dept. to pay the water deposit and set up their water/sewer service account. When the property is found to be in compliance with the Code and the inspection process completed, the occupancy permit will be forwarded to the Water Dept. and the water will be turned on.

If, however, the unit or property is not in compliance, it will not be approved for occupancy and the owner/agent will receive a violation notice describing the violation(s) and the correction(s) to be made.

When there is a change in tenancy, the water will be turned off to the unit. Owners/agents can obtain a ten-day temporary water service to clean or service the unit, but after ten days the water will be again turned off. Please contact the Water Dept. to arrange for an extension to the temporary water service, if needed. Owners/agents who tamper with the city water meter in any manner will be cited with theft of a utility, a Class A misdemeanor punishable by fines up to \$1,000 and possible jail time.

Water will not be turned back on until the unit is in compliance with the Property Maintenance Code, the tenant's water/sewer account is current and the water deposit is paid.

The City suggests each tenant be responsible for their own water/sewer account. However, owners/agents who insist on maintaining the water/sewer account in their name will be subject to annual inspections.

Occupancy Permit Fees

Permit fees are \$25 and include the initial inspection and one follow-up inspection for each unit. The owner/agent of any unit requiring additional follow-up inspections will be charged \$25 for each inspection. An occupancy permit will not be issued until all fees are paid.

Occupancy Inspection of Unit and Property

The Building & Zoning Dept. will inspect the property and unit in accordance with the Property Maintenance Code. Some of the items inspected during the process for issuing an occupancy permit are listed below; however, it is impossible to include every situation or circumstance. Therefore, the items noted on inspection report are not limited to this list but include these basic areas:

- Walls, ceilings, floors, doors, etc., shall be in good repair, clean and free of cracks or holes.
- All windows and associated hardware must be in good repair with no breaks or cracks.
- Screens shall be in good repair to prevent access by insects.
- Doors required as public or common area exits or as a means of egress shall be capable of being opened from the inside without the use of a key.

- Handrails are required on all interior and exterior stairways with four or more risers and all handrails must be secure.
- Electrical outlets (minimum of two remote per room), light switches and fuse or breaker boxes shall be in properly working condition.
- Electrical wiring shall not be frayed, bare, exposed or have illegal splicing and electrical devices must be securely mounted.
- Each bathroom is required to have GFI receptacles and one light fixture.
- All plumbing fixtures, drains and piping must be properly installed, maintained in good working order and kept free of obstructions, leaks and defects.
- Tile, grout and caulking shall be clean and watertight.
- All dwelling units shall have an approved smoke detector both inside and outside of each sleeping area and on every level.
- Carbon monoxide detectors shall be placed in the vicinity of each sleeping area.
- Common hallways, stairs, basements and mechanical areas must be free of any hazardous or unsanitary conditions. Mechanical equipment must be in good working condition. Smoke detectors must be in proper working order. Hallways and stairways must be properly lighted. Fire doors must be in proper working condition and free of defects.
- Refuse areas must be clean and adequate refuse and recycling containers must be provided to properly store refuse and recyclables between collection days.
- Exterior walls or structures should be properly painted or sided; no peeling or cracked paint.
- Address numbers at least four inches high and contrasting with their background shall be placed on the building.

Change of Ownership

Prior to a change in ownership, the current owner must contact the Building & Zoning Dept. to request an inspection. A change of ownership requires that all dwelling units, the common areas and exterior of the building be brought into compliance with the Property Maintenance Code. If the building is found to be in violation of the Code, the deficiencies must be corrected, and the property reinspected and approved.

In some situations, ownership may be transferred prior to Code correction with the understanding that the new owner will assume total responsibility for the correction of all Code deficiencies within the time schedule established.

Construction Permits and Inspections

In order to guard the health and safety of the residents of Troy and to assure that all work performed is done in a workmanlike manner consistent with the technical knowledge necessary, permits are required for a variety of new or replacement items.

These include, but are not limited to the following:

- New construction, additions, alterations, and demolitions.
- Most electrical work including upgrades.
- Roofing work that includes any structural repairs.
- Any plumbing work must be inspected by the State of Illinois plumbing inspector.

Important Phone Numbers

Emergency

911

Poison Control Hotline	(800) 222-1222
Police Dept. (non-emergency)	667-6731
Fire Dept. (non-emergency)	667-6721
City of Troy: (www.troyil.us)	
Administrative Office	667-9924 ext. 1
Building & Zoning Dept. (buildingzoning@troyil.us)	667-8734 ext. 4
Water & Sewer Dept.	667-9924 ext. 2
Chamber of Commerce (www.troymaryvillecoc.com)	667-8769
Post Office	667-6421
Time and Temperature	667-7750
Times Tribune Newspaper	667-3111
Tri Township Park District (www.tritownshippark.org)	667-6887
Triad School District Central Office (www.triadunit2.org)	667-5400
Tri-Township Library (www.troylibrary.org)	667-2133
Allied Waste (www.republicservices.com)	656-6883
Ameren IP (www.ameren.com)	(800) 755-5000
AT&T (www.repair.att.com)	(888) 611-4466
Charter Communications (www.charter.com)	(888) 438-2427
DirectTV (www.directv.com)	(888) 777-2454
Dish Network (www.dish.com)	(888) 825-2557
J.U.L.I.E. (www.illinois1call.com)	811
Southwestern Electric Coop. (www.sweci.com)	(800) 637-8667
Madison County Government (www.co.madison.il.us)	692-6200
Madison County Transit (www.mct.org)	931-RIDE
MetroLink/MetroBus (www.metrostlouis.org)	271-2345
Metro East Landlord's Association (www.mela-il.com)	877-MELA