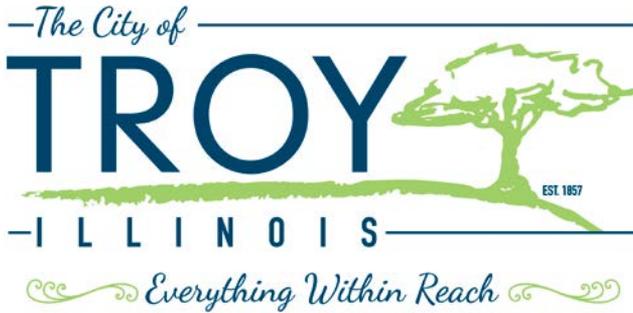


GUIDEBOOK
FOR
RESIDENTS OF
RENTAL PROPERTY



Building & Zoning Department
116 E. Market Street
Troy, Illinois 62294-1599
(618) 667-8734 ext. 4
(618) 667-0694 fax

buildingzoning@troyil.us - email
www.troyil.us

The City of Troy wants you and your property owner/agent to join us in working toward our goal of enhancing the livability of our city to make it a safe, healthy and environmentally responsible community in which to live, work and call home.

To meet this goal, properties must comply with the City of Troy's Rental Property Maintenance & Occupancy Code.

The Property Maintenance Code establishes standards for the physical condition of all aspects of properties. These include interior and exterior maintenance of buildings and common areas; individual unit maintenance; and specific standards for occupancy, lighting, electrical, plumbing, mechanical, and fire safety.

The required guidelines for tenants, property owners/agents and City of Troy Housing and Inspection Staff are as follows.

*Keith Frey, Code Official
Building & Zoning Dept.
The City of Troy, Illinois*

The Troy resident is responsible for:

1. Providing the required information to the Building & Zoning Dept. to complete the occupancy permit application, including the number and names of individuals to reside in the unit or other household characteristics and copies of picture IDs for each tenant 18 and over. Only persons listed on the application may reside there.

2. Establishing a water/sewer account and paying a \$50 deposit at the Water Dept. Occupancy of the unit is prohibited and water service will not be activated until the deposit is paid.
Furthermore, tampering with the city water meter in any way is considered theft of a utility, a Class A misdemeanor punishable by fines up to \$1,000 and possible jail time.
3. Informing the Building & Zoning Dept. of any changes in information on the occupancy permit. The permit becomes invalid when the unit is occupied by additional or different individuals from those named on the original permit issued at the time of unit rental.
4. Allowing reasonable access to the owner/agent for the purpose of completing repairs.
5. Keeping the door leading from the interior stairs to the basement closed at all times (to prevent the spread of smoke and fire.)
6. Checking and replacing smoke detector batteries at least every six months and replacing batteries immediately after removal. Smoke detectors must be located in the vicinity of bedrooms, in every sleeping room, and on each level of the residence.
7. Checking and replacing carbon monoxide detector batteries at least every six months. At least one CO detector should be located in the vicinity of each sleeping area.
8. Keeping storage items in designated storage areas and not in parking areas, stairways or hallways. A 36-inch clear exit width is required at all times in all exitways, including stairways.
9. Disposing of trash in a clean and sanitary manner in the containers or adequately sized dumpster as provided by property management.
10. Parking in designated parking areas only.

The Troy property owner/agent is responsible for:

- Registration of all residential rental property and ensuring the tenant completes the occupancy permit process before permitting occupancy. NOTE: All units in buildings are subject to inspection and the occupancy permit process must be completed before the unit can be occupied. It is unlawful for the owner/agent to allow occupancy without a permit and/or for a resident to occupy the unit without a permit.
- Assuring that properties are maintained in conformance with the Property Maintenance Code.
- Giving written notification to the City of Troy of any additional or different individuals moving into the unit after issuance of the original permit.
- Arranging an inspection of the property (exterior, common areas, and individual unit) by city inspectors to determine compliance with the Code. This inspection includes but is not limited to:

General ~

- Clean and acceptable walls, ceilings, floors, doors, windows, screens, etc;
- Doors required as exits or as a means of egress, capable of being opened from the inside without the use of a key;
- Firmly secured handrails on all interior and exterior stairways with four steps or more;
- Exterior yard areas clean, neat and well maintained.

Common hallways, stairs, basements and mechanical areas ~

- Free of any hazardous or unsanitary conditions;

- ☑ Smoke detector in proper working order.
- ☑ Properly lighted at all times.

Electrical ~

- ☑ Adequate outlets, fuse or breaker boxes, and light switches are in proper working condition and adequate for the number of types of appliances;
- ☑ All electrical devices securely mounted;
- ☑ Wiring that is not frayed, bare, exposed or illegally spliced;
- ☑ GFCI receptacles and one light fixture are required for each bathroom.

Plumbing ~

- ☑ Properly installed drains and pipes, free of obstructions, leaks and defects;
- ☑ Plumbing fixtures maintained in good working order;
- ☑ Clean tile, grout and caulking, impervious to water.

Smoke/Carbon Monoxide detectors ~

- ☑ Minimum of one smoke detector inside each sleeping area and on each level of the residence and in common hallways.
- ☑ Minimum of one CO detector in the vicinity of each sleeping area.
- ☑ All detectors in good working order.

Refuse area ~

- ☑ Kept clean and free of clutter;
- ☑ Adequate refuse containers provided for each unit to properly store refuse between collection days. (Any building of more than three units must provide an on-site dumpster equivalent in size to ½ cubic yard per unit.)

The Building & Zoning Dept. is responsible for:

- Enforcing codes and ordinances to protect the public's health, safety and well-being in residential properties.
- Inspection of each individual unit as occupancy changes.
- Issuance of occupancy permits upon compliance with code requirements.

If you believe you have a problem with your rental housing:

First, contact the property owner/agent with your concerns and allow a reasonable amount of time for the situation to be remedied.

If this does not work . . .

Contact the Building & Zoning Dept. (667-8734 ext. 4) to make arrangements for an inspection. If this inspection confirms violations to the Property Maintenance Code, the owner/agent will receive a notice describing the violation requiring compliance and establishing a time frame for completion.

If you have other questions or concerns regarding housing issues or other related problems, please feel free to call the Building & Zoning Dept. at 667-8734 ext. 4.

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

Jarvis Township:

Assessor	667-3475
Senior Citizen's Center (www.troyseniorcenter.8m.com)	667-2022
Supervisor/Clerk	667-2560

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