

# HOUSING INSPECTION NEWS



### Certificate Issuance Policy

As a reminder, 40 and 52 month certificates will only be issued to properties that meet applicable criteria AND complete the recertification cycle PRIOR to the expiration date of the valid certificate. **No exceptions will be made.** Certificates may be renewed as many as 120 days in advance, so mark your calendars, call **EARLY** for inspections, and leave plenty of time for any required re-inspections.

**Thank You!**



### New Inspectors On Board

Thanks to the code compliance and building inspectors filling in over the summer, rental inspections carried on even with the loss of three of the five housing inspectors. As of this publication, staff is back up to full steam, including the addition of two new Housing Inspectors, Randall Aldering and Dylan Huls. Both have a background in private home (point of sale) inspections and are a welcome addition to the team!

- ◆ Randall Aldering: Vine, Central Business, S. Westnedge, Milwood
- ◆ Dylan Huls: Burke Acres, Northside (west), Stuart, Fairmont, West Main Hill
- ◆ Ken Koetje: Northside (east), Eastside, Edison (north)
- ◆ Mike Nelson: Edison (south), Southside
- ◆ Yvonne Wright: Campus, Winchell, Oakwood, Westnedge Hill




### Schedule Inspections via Email

Now two ways to schedule an appointment:

**[rentalinspection@kalamazoocity.org](mailto:rentalinspection@kalamazoocity.org)**  
**or call (269) 337-8026**



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### Certificate Guarantee

The certificate guarantee provides that **IF** property owners/managers take TWO basic steps, that they will be guaranteed a chance (subject to other requirements) to earn extended 40 or 52 month certificates in the event that the inspectors schedules cannot accommodate inspections. The TWO vital steps are as follows:

- 1) Call for first certificate renewal inspection between 120 days and 90 days before certificate expiration. A COURTESY reminder notice is sent out 120 days prior to expiration. If your address is not current with the rental registration program you may not get this notice.
- 2) If a re-inspection is necessary after the first inspection, call for the reinspection immediately after the first inspection, but not later than 10 days from the date on the Correction Notice. If the city cannot schedule the reinspection prior to expiration, the property will still qualify for an extended certificate. If the city must reschedule for any reason after it's made, the guarantee will also kick in. If the inspections are missed, rescheduled or a third inspection is necessary, the guarantee is void. For all qualifying criteria for extended certificates, visit:

**[www.kalamazoocity.org/rental](http://www.kalamazoocity.org/rental)**



### How to Better Prepare for Inspections

Believe it or not, often the rental inspection is one of the only times property owners and/or managers enter a unit for inspection. It is recommended that property owners visit their properties on a regular basis and perform periodic checks of interior spaces for general conditions to identify items needing repair.



### Single Stream Recycling

Beginning October 1, 2017, single stream recycling became a reality. For more information visit:

[kalamazoo.org/recycling](http://kalamazoo.org/recycling)

If you don't have a recycling cart yet, please call 337-8215 to request one.

### Recycle Coach App Available - Provides Reminders on Pick Up Schedules

Take advantage of the free **Recycle Coach** app (available for iOS and Android). **Recycle Coach** provides info on items that can be recycled and can be set up to send reminders for the recycle pick up schedule. Additional reminders can be set for quarterly bulk trash pick up, brush clean up, leaf collection and more. Encourage your tenants to sign up as well to prevent items being placed at curb for collection too early.

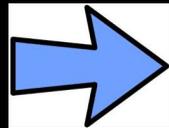


For information on the Lead Paint EPA Renovation, Repair & Painting Rule Visit

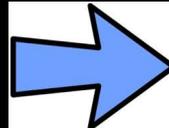
[michigan.gov/leadsafe](http://michigan.gov/leadsafe)



**Bulk Trash Quarterly:**  
March, June, Sept. & Dec.



**Brush Collection Monthly:** May—Oct.



### Eviction Diversion Assistance Available to Tenants & Landlords

Eviction diversion is a collaborative program to help tenants pay overdue rent and stabilize their housing situation. Tenants must be no more than three months behind in rent, landlords must want the tenant to stay and the tenant must be able to sustain rent payments after assistance. Tenants may call 211 to be screened for eligibility.



### Do You Have Vacant Units?

Housing Resources, Inc. works to find stable housing for families in need in the Kalamazoo area. Landlords who would like to place vacant units on HRI's Available Housing List can call (269) 488-0967 for information. Landlords with properties on the list already need to update the Subsidy and Check Policy, which was mailed out in December. All landlords to review complete the form and mail back. If you have questions please contact Valetta Sellers-Evans at (269) 488-0916.



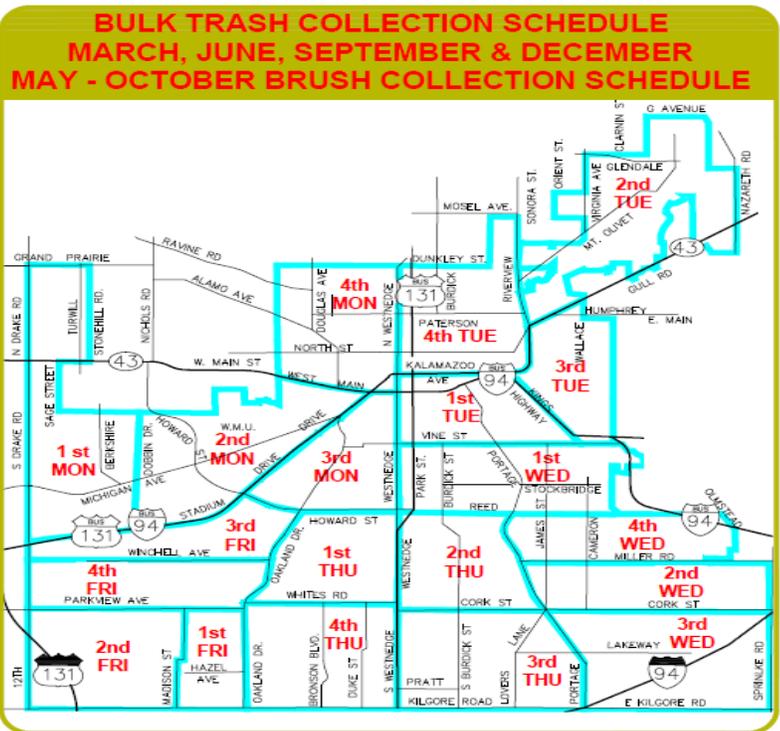
### Have You Updated Your Address Lately?

Please keep your owner and agent contact information current! Submit all address related changes using a Rental Registration Application within 10 days of a change. Submit online form at:

[www.kalamazoo.org/rentalregistration](http://www.kalamazoo.org/rentalregistration)

### Permits Required

Permits are required for the replacement of furnaces and water heaters. Rental property owners must have installations performed by licensed professionals. If you have any questions, call the Permit Tech at **337-8026**.



### Be Ready for Spring Clean Up!

The city spring clean-up is scheduled for April 2018. During April the city will be picking up any leaves left over from the fall. The leaves must be in yard waste bags and placed at the curb. Normal brush clean up will resume in May. For more information on what is collected and how to bundle it for pick-up, go to:

[www.kalamazoo.org/brush](http://www.kalamazoo.org/brush)

## Rental Inspection Fee Schedule:

[www.kalamazocity.org/cpdfeeschedule/file](http://www.kalamazocity.org/cpdfeeschedule/file)

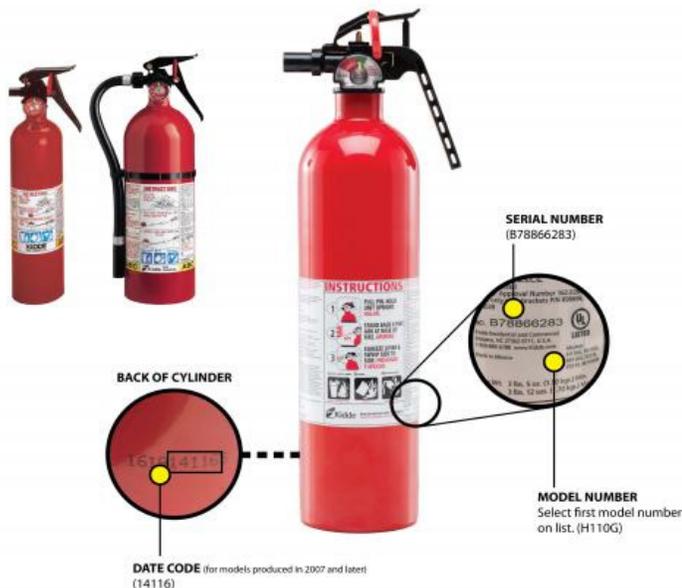


### Be Ready For Spring: Mow First by May 1st

Mark your 2018 calendar for May 1st. Make sure you have mowed your yard or you are ready to do so! Kalamazoo starts tall grass and weed enforcement on May 1. To avoid violation notice fees and mowing charges, keep your grass under 12" and your weeds at bay. Notices for 2018 will be the same as in 2017, as follows

- \* 1st Notice: \$127 \* 2nd Notice: \$177
- \* 3rd Notice: \$227 \* 4th Notice: \$277

### Kidde Fire Extinguisher Recall



As of November 2, 2017, Kidde has recalled fire extinguishers with plastic handles. The fire extinguishers can become clogged or require excessive force to discharge and fail to activate during a fire emergency. The nozzle can also detach with enough force to pose a hazard.

Consumers may contact Kidde toll-free at (855) 271-0773 from 8:30 a.m. to 5 p.m. ET Monday through Friday, 9 a.m. to 3 p.m. ET Saturday and Sunday, or online at [www.kidde.com](http://www.kidde.com) and click on "Product Safety Recall", for more information.

Please check your fire extinguishers (replace every three years) and heed the recall if necessary. And remember, the Fire Marshal requires that all fire extinguishers be hung in a visible location in the path of egress, preferably by an exit door. Housing Inspectors are checking the location during inspections.

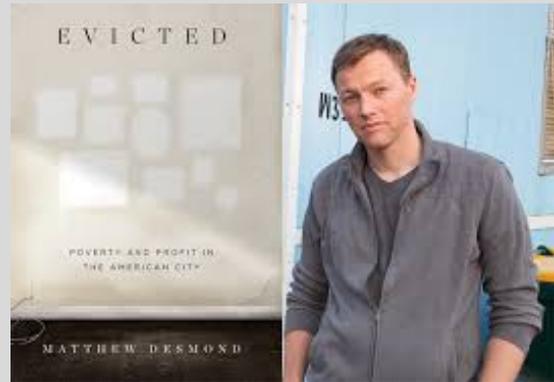


### Rental Registration Database



To access the rental database go to:  
[www.kalamazocity.org/rental](http://www.kalamazocity.org/rental)  
and then "**Rental Database Search**" from the listed links to other information

### Kalamazoo Public Library—Reading Together



The Pulitzer Prize winning novel *Evicted: Poverty and Profit in the American City*, by Matthew Desmond, is the 2018 Reading Together book. In mid-January the Kalamazoo Public Library will have a brochure available with more information and a complete list of related events scheduled for February and March. The book follows landlords and renters in Milwaukee's low income neighborhoods, weaving an intricate tale of the cycle of poverty. The author will be making a public appearance at Chenery Auditorium on March 16. Plan to stop by any library location or visit [www.readingtogether.us](http://www.readingtogether.us) in mid-January for more information.

### Help us Keep Kalamazoo Clean!



◆ Call **337-8221** to report trash on the curb lawn, trash on private property or herby curby trash containers out past trash pick up day.



◆ Call **337-8847** to report tall grass and weed violations (annually May through October).



### Graffiti Removal Assistance Available

Property owners who have been the victim of graffiti now have an avenue for help. The core neighborhood associations have supplies available to remove graffiti, including solvents for brick and masonry surfaces and wipes for glass, metal or other hard surfaces. These supplies are not suitable for painted surfaces. (If it is a painted surface, usually the best course of abatement is to paint over the graffiti.) Residents wishing to participate and utilize the free graffiti removal supplies must sign a waiver and provide before and after photographs. Contact your neighborhood organization for more information.



# How to Reach Us...

Community Planning & Development  
Code Administration  
415 Stockbridge Avenue, Kalamazoo, MI 49001

Inspectors are happy to answer questions. The best time to reach an inspector is before 9 a.m. or after 4 p.m. Every effort is made to return all calls within 24 hours. The department lobby is open 8 a.m. to 4:30 p.m. **Please call the inspection scheduling line or email [rentalinspections@kalamazoo.org](mailto:rentalinspections@kalamazoo.org) to schedule an inspection.**

| <u>INSPECTOR</u>   | <u>AREA SERVED</u>   | <u>PHONE</u>    |
|--|--|-----------------|
| <b>All Inspection Scheduling (please do not call inspector directly)</b> |  | <b>337-8026</b> |
| Debra Miller, Housing Inspection Supervisor                              |  | 337-8026        |
| Randall Aldering   | Housing Inspector (Vine, Central Business, S. Westnedge, Milwood)      | 337-8507        |
| Dylan Huls   | Housing Inspector (Burke Acres, west part Northside, Stuart, Fairmont) | 337-8429        |
| Mike Nelson  | Housing Inspector (south Edison, Southside)                            | 337-8447        |
| Yvonne Wright  | Housing Inspector (Campus, Winchell, Oakwood, Westnedge Hill)          | 337-8506        |
| Ken Koetje   | Housing Inspector (east Northside, Eastside, north Edison)             | 337-8515        |
| Karleen Steppenwolf  | Rental Registration Coordinator  | 337-8589        |
| Bob McNutt   | Building Official & Code Administration Manager                        | 337-8026        |
| Jared Chambers   | Code Compliance I Inspector (north of Stadium/Mich Ave/East Main)      | 337-8567        |
| Rachael Luscomb  | Code Compliance II Inspector (south of Stadium/Mich Ave/East Main)     | 337-8212        |
| Marvella Vincent   | Code Compliance II Inspector (north of Stadium/Mich Ave/East Main)     | 337-8154        |
| Carmela Hostigun   | Code Compliance I Inspector (south of Stadium/Mich Ave/East Main)      | 337-8553        |
| Pete Eldridge  | Zoning Administrator   | 337-8806        |
| Bobby Durkee   | Zoning Inspector   | 337-8172        |
| Vacant   | Seasonal Weed Inspector (May thru October)                             | 337-8366        |
| Sharon Ferraro   | Historic Preservation Coordinator                                      | 337-8804        |
| Deanna Benthin   | Building Permit Tech (all building & trade permit questions)           | 337-8173        |
| WEED HOTLINE (24 HOUR)   |  | 337-8847        |
| TRASH/TRASH RECEPTACLE HOTLINE (24 hour)                                 |  | 337-8221        |
| GENERAL CODE ENFORCEMENT HOTLINE (24 hour)                               |  | 337-8221        |
| VACANT/ABANDONED/DANGEROUS PROPERTIES                                    |  | 337-8026        |
| SOLID WASTE & RECYCLING QUESTIONS  |  | 337-8215        |
| WATER SUPPLY/QUALITY   |  | 337-8576        |
| WATER/SEWER EMERGENCY  |  | 337-8149        |
| WATER/SEWER EMERGENCY AFTER HOURS  |  | 337-8148        |
| SIDEWALK CONCERNS  |  | 337-8731        |
| CITY TREES (trees in right-of-way)                                       |  | 337-8731        |
| POTHoles   |  | 337-8731        |
| STREET CONSTRUCTION  |  | 337-8601        |
| TRAFFIC SIGNALS/SIGNS  |  | 337-8601        |
| TREASURY (tax/property valuations/bill payment)                          |  | 337-8036        |
| ASSESSING (change of address)  |  | 337-8011        |
| PARKS & RECREATION   |  | 337-8191        |
| CITY CLERK   |  | 337-8792        |
| JUNK CARS (Public Safety dispatch)                                       |  | 337-8994        |
| PUBLIC SAFETY NON-EMERGENCY  |  | 337-8120        |
| <b>PUBLIC SAFETY EMERGENCY</b>   |  | <b>911</b>      |

## Avoid Costly Fees & Enforcement Action

Enforcement of City Ordinances may subject property owners to violation notices and subsequent cost recovery fees. Please be sure to share this information with tenants.

- ◆ **Curblawn Nuisances:** Discarded items, brush and other unsightly materials that are placed in the curblawn outside of bulk trash collection are considered a public nuisance and subject to immediate corrective action without notice. Clean-up costs are billed to the property owner of record.
- ◆ **Trash on Private Property:** Keep all litter, trash, junk and debris picked up. Property owners in violation are subject to nuisance violation notices.
- ◆ **Garbage Container Storage:** Garbage and recycling containers must be stored on private property in back of the front façade of the dwelling. Containers stored in violation of the ordinance are subject to immediate relocation which is billed to the property owner. Also, know your weekly trash pick up day and quarterly bulk trash pick up day, and only place items out for collection the day prior to scheduled pick up.

## Hot Code Topics

 **Address/Unit #'s:** All house numbers must be visible from the street. The numbers must be at least 4" high and contrast with the background. Multiple family buildings must also be identified, as well as unit numbers. Ask this question: If public safety or an ambulance is called, can they find the right location?

 **Dryer Vents:** All dryers, unless specifically approved in the manufacturers information, must be vented to the exterior. Gas dryers produce carbon monoxide that MUST be vented, but it is also important to vent the humidity, heat and lint which can cause mildew, mold and rot inside a dwelling. A build up of lint can also cause a fire.