



## VILLAGE OF SCHAUMBURG

MUNICIPAL CENTER / 101 SCHAUMBURG CT. / SCHAUMBURG, IL 60193  
847.895.4500 / FAX 847.895.7806 / WWW.CI.SCHAUMBURG.IL.US

June 2018

### NOTICE OF INSPECTION REQUIREMENT

RE: Single Family Rental Homes Located in Schaumburg, IL

Dear Property Owner/Agent:

The Village of Schaumburg requires all (free standing) single family rental homes to be inspected once every three years or prior to a new license being issued. An interior and exterior inspection of your property noted above is required at this time. The Village has hired a contractor to complete the rental home inspections. The current contractor is **Safebuilt Illinois, LLC, Oakbrook, IL**. Please schedule an appointment by calling the contractor at (847)923-4437. There is no fee for this inspection.

You will need to submit a current gas appliance report about the following to ensure various aspects of the home are safely maintained. Please submit this to the Inspector at the inspection:

- HVAC Report: Report on the status of the heating, ventilation, and air conditioning system submitted by a license and certified HVAC contractor. The report shall state the furnace is certified safe for operation.
- Gas Appliance Report: If applicable, a report on the status of all fuel (gas) appliances (stove, dryer, hot water heater, fireplace, etc.). The report shall list each appliance and state it is safe for operation.
- Fireplace Report: If applicable, the report shall state the fireplace (chimney and flue) is safe for operation.
- A Village issued Electrical or Plumbing Permit may be required to complete some repairs. License contractors must be hired to complete any permit related work on rental property. A copy of the inspection report should be included with any permit applications.

Please review the attached inspection checklist and make arrangements to attend the inspection or have an agent represent you at the inspection. You will need to notify the tenants and provide access inside the home to the Inspector. Allow at least one hour for the inspection to be completed. The Inspector will meet you at the property once you make an appointment. The inspector will have a Village of Schaumburg issued photo identification card. All inspectors must pass a back ground check and be currently certified as an International Code Council Property Maintenance and Housing Inspector.

An inspection report will then be mailed or emailed to you once the inspection is completed. Your rental home shall pass an inspection promptly or enforcement action may be taken by the Village. You may contact the Village at (847)923-4437 with any questions.

Sincerely,  
VILLAGE OF SCHAUMBURG

A handwritten signature in blue ink, appearing to read 'D. Parran'.

Deborah A. Parran, LEHP  
Code Enforcement Supervisor, Community Development Department  
Email: [dparran@schaumburg.com](mailto:dparran@schaumburg.com) Phone: (847)923-3970

The inspection requires that you provide a report from a licensed HVAC Contractor that that the **furnace and any gas appliances** (stove, dryer, water heater, fire place) are safe for operation. The items noted below are generally required to be in good repair and operational. All code requirements are from the Village of Schaumburg Code of Ordinances and the adopted and amended 2015 International Property Maintenance Code.

### **Interior Inspection – To be Operational and in Good Repair**

- Appliances
- Bedroom(s)
- Carbon Monoxide Detector Required
- Closet Doors Operational
- Closet Lighting
- Entry Door Locks Operational
- Electrical Panel Labeled/Accessible
- Exhaust Required in Bathrooms
- GFCI Outlets Required in Bathroom
- GFCI Outlets Required in Kitchen
- GFCI Outlets Required in Garage
- Hot Water Heater
- Interior Doors
- No Painted Electrical Outlets
- Plumbing
- Smoke Detectors  
Operational/Required in all  
Bedrooms
- Smoke Detectors  
Operational/Required in Hallway  
Outside Bedrooms
- Smoke Detectors  
Operational/Required on Each Level
- Unsanitary Conditions

### **Exterior Inspection – To be Operational and in Good Repair**

- Address Posted on Home With 4 to 6 Inch Numbers in Contrasting Color
- Landscape to be Trimmed and Maintained
- Dead Trees/Landscaping to be Removed
- Grass/Weeds Cut
- Deck
- Doors
- Downspouts
- Driveway and Apron
- Exterior Dryer Vent
- Exterior Lighting Fixture
- Exterior Building/Structure
- Exterior Outlets GFCI Protected
- Fascia
- Fence
- Garage Door
- Garbage Storage Behind Home/Inside Garage/Screened
- Gutters
- Hand Rails
- Patio Pavement
- Retaining Wall
- Roof
- Shed/5 Feet From Property Line
- Soffits
- Stairs
- Stoop
- Swimming Pool/Fence/Gate/Latch
- Vehicles Drivable/Current Plates
- Vehicles Parked on Paved Surface
- Walkway/Paved Areas
- Windows