

Dear Property Owner/Property Manager:

As a result of the Covid-19 pandemic, the Town of University Park will be taking necessary precautions regarding the rental license inspection process. These actions are being taken to protect Town staff and property owners, as well as their tenants. One of the measures that will be taken is to request that owners complete a safety checklist, in place of an on-site inspection by the Town Code Enforcement Officer. The safety checklist is attached and is also available on the Town website at www.upmd.org. Click on the Government tab, and go to "Forms, Permits and Licenses".

If you have already submitted the annual Rental License Application, there is no need to complete it again. If we have yet to receive your application for a rental, please consider this your reminder. For all rental property owners, whether or not you have submitted the Rental License Application and fee, please also complete, sign and return the checklist, to the Town. The license will be issued and emailed to you once we have received your Application, fee and checklist. Please email or call me at (240)676-4670 if you have questions about the inspection process or the checklist.

This modified procedure is expected to be in place for the upcoming license year only. We all hope to return to the standard on-site inspection in the Spring of 2021. Thank you for your cooperation in helping to maintain University Park as a safe community.

Respectfully,

Craig Brown
Code Compliance Office
Town of University Park

Attachments

Town of University Park Rental Property Inspection Checklist

6724 Baltimore Avenue, University Park MD 20782
301-927-4262

Inspection must be performed by owner of, or property manager for, the rental property.

Rental Property Address

Date of Inspection

Please check all boxes that apply.

This is to certify that I have personally inspected the Rental Property referenced above and have confirmed that:

- All smoke alarms and carbon monoxide detectors are in place and I have tested each unit to ensure it is operable.
- Check that all exterior doors open and close properly.
- All exterior door are not blocked.
- All exterior doors do not have an interior keyed deadbolt lock.
- All handrails are firmly attached and secured to the walls.
- All bedroom egress windows open and close properly.
- All bedroom egress windows are not blocked and are easily accessible.
- There is no mold in any interior areas of the house.
- There is no evidence of insect or rodent harborage or infestation in any area of the interior and exterior of the house. If there is such evidence, proper steps have been taken to eliminate the harborage or infestation.
- There is no open storage of any chemicals or flammables in any areas of the interior and exterior of the house.
- There is proper sanitation in all areas of the interior and exterior of the house.
- The interior and exterior of the house are in sound repair and maintenance in all areas

- There is no exterior open storage of building material, kitchen and bathroom fixtures, glass, furniture, appliances or similar material.
- There is no storage of rubbish, refuse, waste or trash in any area of the interior and exterior of the house.
- List other conditions at this property that you would like us to be aware of.

If you are unable to certify that any of the foregoing requirements are met, please describe at length below the timing and nature of any proposed remedies:

I hereby certify under the penalties of perjury that the foregoing responses are true to the best of my knowledge and information.

Signature

Print Name

Owner

Property Manager/Agent

Date: _____