



Administrative Policy and Procedure

City of Prosser, Washington

SUBJECT: Rental Inspections		
	Policy No. BD. 001	Pages: 2
Effective Date: 08/20/2018		
Developed By: Nick Alsbury	Department Head Approval: Barry Morrow	City Administrator Approval: Steve Zetz (Acting CA)

OVERVIEW

1. PURPOSE.

To provide a clear process for staff and contractors to follow in the performance of rental inspections as required by PMC 15.30.040.

2. STATEMENTS OF POLICY AND PROCEDURES

2.1 Inspection Requirements.

2.1.1 As outlined in Exhibit A, the approved inspector shall inspect and report the condition of the property as it relates to the listed inspection items.

2.1.2 Approved inspectors will return to the City of Prosser the completed inspection record (Exhibit A) and this will serve as the certification of inspection. Certificates found to be passing will be recorded and successfully complete. Certificates found to be not-passing or otherwise incomplete or unacceptable, will be returned to the property owner and inspector for correction.

2.2 Approved Inspectors

2.2.1 In accordance with PMC 15.30.040, the following qualify as approved certifications, approved inspectors shall maintain at least one of the following:

2.2.1.1 Inspector's certified by the United States Department of Housing and Urban Development for grant-required inspections;

2.2.1.2 Certified private inspectors approved by the city upon evidence of completion of formal training including the passing of an examination administered by the National Association of Housing and Redevelopment Officials (NAHRO), the American Association of Code Enforcement (AACE)

2.2.1.3 Other comparable professional association as approved by the city administrator or his or her designee, which approval or denial shall be subject to appeal to the city council;

2.2.1.3.1 Administratively approved certifications include:

2.2.1.3.1.1 Certified Home Inspector

2.2.1.3.1.2 Accredited Residential Managers (ARM)

