

A few tips about property maintenance and code requirements ...

Property maintenance is really not that difficult. Most of us have already met minimum property maintenance standards. So when we say "property maintenance," what do we mean?

► Simple things. Like keeping one's yard tidy and trim. Repairing torn screens or broken gutters. And taking care of that peeling paint. Our checklist guides you through basic property maintenance measures.

► Of course, some measures are more difficult or more costly than others. The roof, for example. We all know what an expense that can be. But isn't it better to repair it or replace it before it's too late?

► Sometimes, you'll want to hire a contractor for more difficult improvements. We encourage you to get several quotes, compare prices, and ask for references. Be wary of "fly-by-night" contractors who don't have your best interests in mind. Contact the Better Business Bureau if you feel uncomfortable about hiring someone.

► Some home improvements may require a permit from the City of Englewood or other entities. (A room addition is an example.) If you're about to make an improvement or repair and wonder if it requires a permit, contact the City for advice.

► Thanks for your cooperation. Together, we can continue to make the Englewood one of the finest communities in the Miami Valley!

Why a Code?

The code sets minimum standards so a property owner clearly knows what maintenance is expected. Plus, it provides assurance to all residents that their neighbors will do the same.

Who's Affected?

All owners of premises or structures within the City of Englewood — whether used for human habitation, commercial or industrial purposes — must comply with the Property Maintenance Code.

Who Enforces the Code?

The City Zoning Department has the responsibility to enforce the code. Designated Code Enforcement Officers have received additional training and will conduct the necessary field inspection work.

How Will the Code be Enforced?

It will be enforced initially by communication such as this brochure, when inspectors observe significant deficiencies on properties. Later, specific legal steps may be implemented to gain compliance and protect the rights of all residents.

Why Comply?

Property maintenance benefits property owners and neighborhoods by protecting property values. Compliance also avoids possible fines that may be imposed if property owners fail to correct property deficiencies.

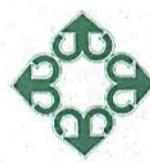
ENGLEWOOD

CITY OF

PROPERTY MAINTENANCE

► Guide to

This brochure is provided for your information. If this triangle has been checked, certain deficiencies have been observed on your property. Please refer to the special instructions on the inside page.



City of Englewood
333 West National Road
Englewood, Ohio 45322

City Offices: 937/836-5106

SPECIAL INSTRUCTIONS

This brochure generally outlines the requirements of the Property Maintenance Code of Englewood. If it has been filled out by a Code Enforcement Officer, it identifies certain maintenance needs that have been observed on your property.

We realize that property upkeep costs money — but isn't it worth it to spend a lot on preventative measures that save a lot on major repairs? After all, your property is probably your biggest investment.

We appreciate your compliance with these important community regulations.

If you have questions or comments, please call us at 836-5106. We're happy to discuss specifics with you.

Inspection completed by:

On: _____
Please comply by: _____

Notes: _____

Maintenance Checklist

Please use this checklist to evaluate your property. If items have been checked off by one of our Code Enforcement Officers, please make the repairs or improvements indicated.

original purpose. Applicable permits should have been obtained for their construction.

△ **Exterior Surfaces.** All wood, composition or metal surfaces should be protected by lead-free paint or other covering (except for materials designed to remain untreated). Surfaces should be free of peeling paint.

△ **Foundation.** It should be free of holes or cracks and able to support the structure.

△ **Exterior Walls and Surfaces.** They should be permanent and free of holes, cracks and loose or rotting siding.

△ **Windows.** They should not be broken.

Sashes should be in good working condition.

△ **Exterior Doors.** They should afford security, fit within their frames, and hardware should be in good working condition.

△ **Roof.** Covering and flashing should be sound and tight. Roof drainage should be adequate.

△ **Gutters.** Rain gutters, downspouts and leaders should be unclogged, securely fastened and without rust.

△ **Chimneys.** They should be free of cracks, holes or missing portions and structurally sound.

△ **Porch.** Its foundation should be sound; the porch, guard and handrails, and porch stairs should be safe and without rot.

△ **Additions or Separate Structures.** They should be sound and capable of serving their

△ **Trees.** When near sidewalks, tree limbs should dip no lower than eight feet from the ground.

△ **Occupancy.** Trailers, recreational vehicle tents, garages or temporary buildings cannot be used as residences.

△ **Storage.** Outdoor storage is prohibited, with limited exceptions.

△ **Junk or Inoperable Vehicles.** Properties must be free of junk and inoperable or unlicensed vehicles.

△ **Exterior Stairways.** They should be safe and free of holes, cracks and rot. They should have treads of uniform width and risers of uniform height. Handrails should be firmly fastened. They must comply with provisions of the Building Code of Englewood.

ADDITIONAL CONSIDERATIONS FOR MULTIFAMILY RESIDENCES, BUSINESSES AND INDUSTRY:

△ **Drainage Swales.** These must be maintained and kept clear of materials that could prevent proper drainage flow.

△ **Traffic Markings.** These must be visible and maintained. Parking spaces and aisles must meet approved size standards.

△ **Conduct of Business.** All business activities except for off-street loading should be conducted in a completely enclosed building.

Garbage containers and dumpsters must be screened from view. Materials, including incompatible vehicles, must be stored in a building. The Englewood Zoning Code for exceptions

△ **Exterior Light Fixtures.** They should be maintained and operable.