## CITY OF GRESHAM RENTAL HOUSING INSPECTION PROGRAM Mandatory Inspection Notification Process Timeline

**OWNER/AGENT** 

TENANT

21 DAYS PRIOR TO INSPECTION	7 DAYS PRIOR TO INSPECTION	DAY OF INSPECTION	AFTER INSPECTION
Notification of inspection sent to owner of property (3 weeks prior to inspection)	Owner or agent posts each unit identified for inspection	Inspection performed	Inspection results issued to owner (copy sent to known agent + tenant
<ul> <li>Packet Contains  </li> <li>Notice of Inspection</li> <li>Owner/Agent Contact Form</li> <li>Sample Inspection Checklist</li> <li>Tear-off Tenant Notification Form for each unit.*</li> <li>Pre-addressed envelope</li> <li>*This consent is for City access only. The owner/agent will need to post a 24-hour notice in order to access the unit with the inspector.</li> </ul>	<ul> <li>Owner or Agent  </li> <li>1. Completes/tears-off the Property Owner Use section of the Notice of Inspection for the selected units;</li> <li>2. Posts or mails the top portion of the Notice of Inspection at/to each selected unit;</li> <li>3. Completes the Owner/Agent Contact Form</li> <li>4. Mails back to City <ul> <li>All owner sections of the Notice of Inspection</li> <li>Owner/Agent Contact Form</li> </ul> </li> </ul>	Inspector meets the owner or agent on-site to perform the 1st inspection for the units identified. Unless prior arrangements are made, inspections take place between 9:00 AM- 12:00 PM. Monday-Friday.	NO VIOLATIONS Thank you letter is sent to owner/ agent + tenant. No further action required. Notice of Violation issued to owner/ agent (tenant copied), re-inspection scheduled. Casework continues until violations are resolved.
Notification of inspection sent to identified unit tenants (3 weeks prior to inspection)	Tenant fills out consent form + mails back to City	Inspection performed	
<ul> <li>Packet Contains  </li> <li>Notice of Scheduled Inspection</li> <li>Consent Form + return envelope</li> <li>Sample Inspection Checklist</li> </ul>	<ul> <li>Tenant  </li> <li>1. Fills out/signs the Consent Form indicating preference of presence/entrance the day of the inspection.*</li> <li>2. Mails the Consent Form back to the City in the envelope provided.</li> <li>* The tenant should receive a posted Notice/Consent from the owner.</li> </ul>	Inspector will perform the 1st inspection and may enter with the owner/ agent in a tenant's absence depending on the tenant's preference for their presence and inspector entrance indicated on the Consent Form.	