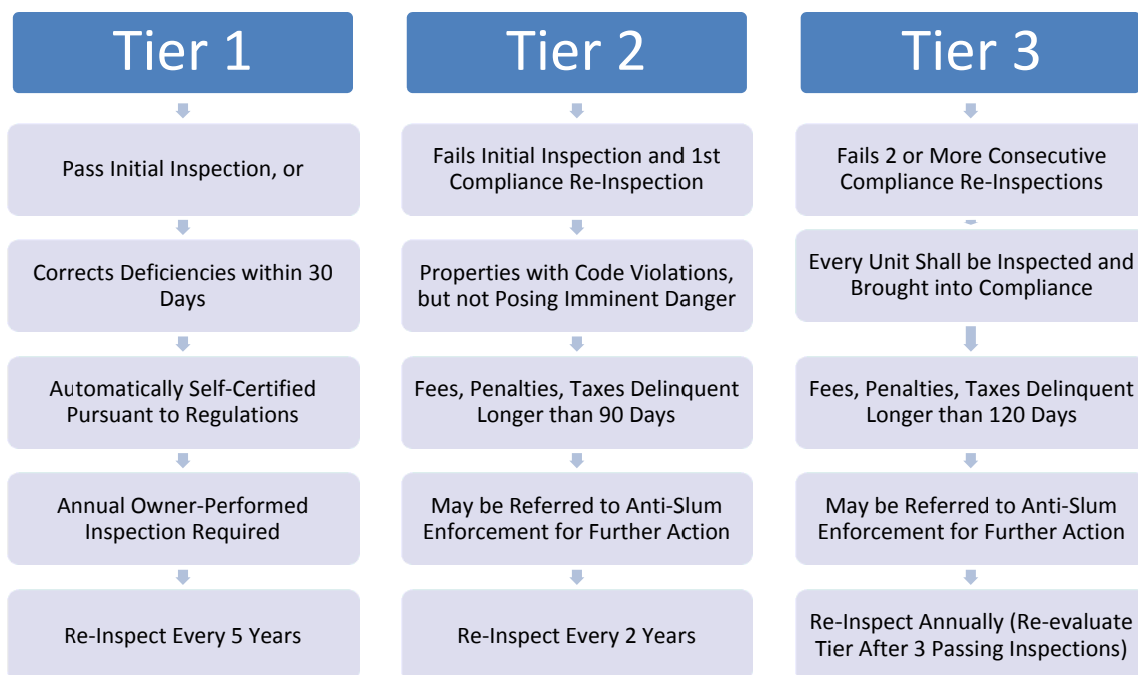
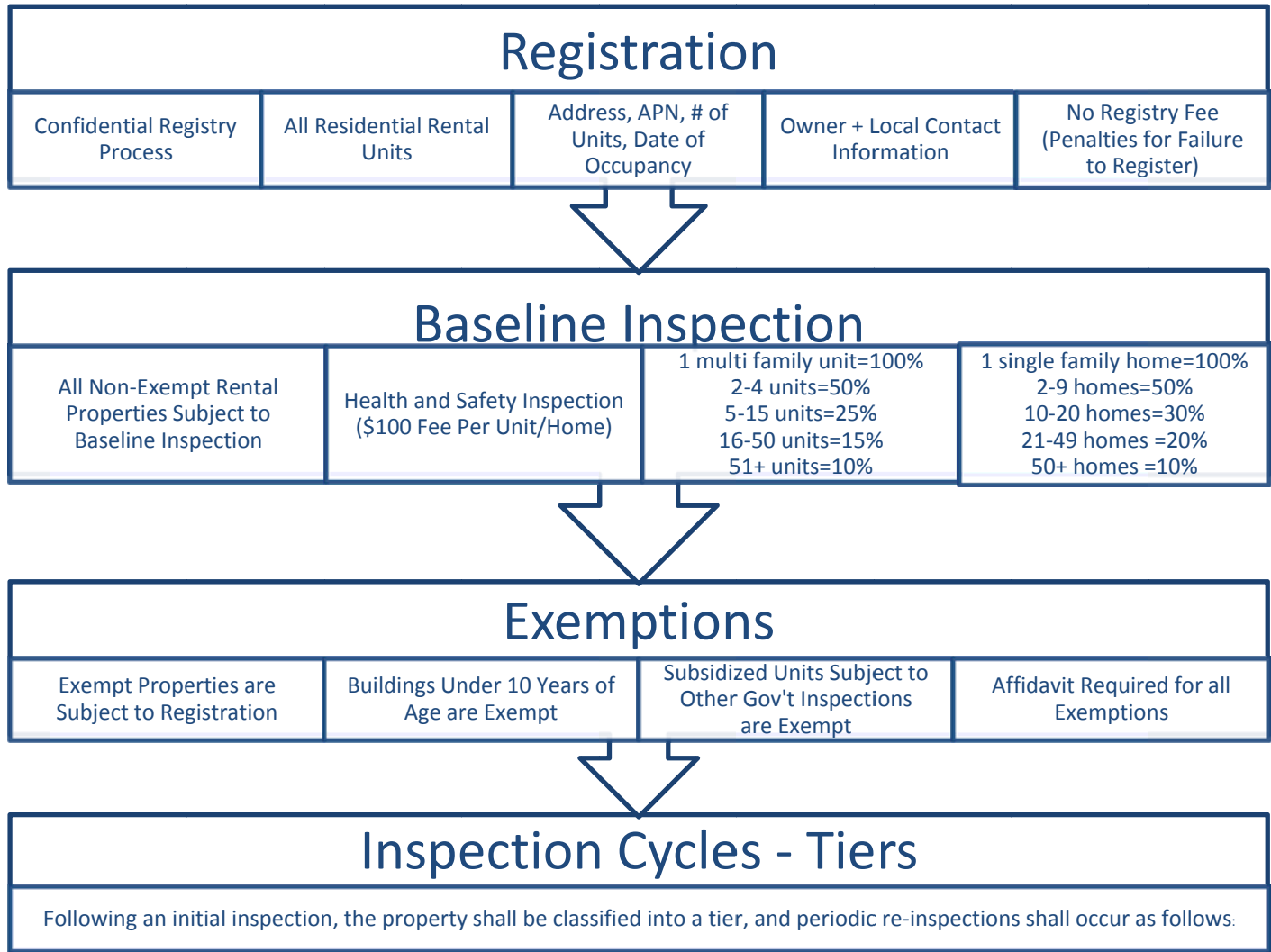


Draft Process Map – Rental Housing Improvement Program



SELF Certification Program Overview

Property Owner Inspection

Owner/property manager to inspect every 12 months/change in tenancy and provide documentation

Inspect each unit for health and safety violation, maintain compliance

Certification Requirements

Owner/property manager certification of annual/routine inspections and compliance required

Completed certification forms for at least 4 years shall be maintained by owner/local representative

Random City Inspection

10% of self-certified properties inspected on random basis annually

Selected properties that pass, are exempt from further random inspections for 5 years

Removal from Program

Fails random inspection and re-inspection

Two or more health and safety violations issued during any calendar year

Unable to self-certify because necessary repairs cannot or will not be made

Change in Ownership

Property shall remain in program for 2 years following date of transfer

New owner to self-certify property or subject to routine inspections
