

Inspection, Maintenance, and Security Requirements (Chapter 8.54, Article IV)

<u>PROPERTY STATUS</u> <i>See occupancy definitions on the next page.</i>	<u>FREQUENCY OF INSPECTIONS</u>	<u>Local Property Management Co.</u>	<u>Posted 24-hour Contact Information</u>
NOD, Vacant	Monthly	No	No
NOD, Occupied	Monthly	No	No
NOD, Abandoned	Monthly	Yes	Yes
REO, Vacant	Weekly	Yes	Yes
REO, Occupied	Monthly	Yes <i>Must be Certified</i>	Yes

All registrants are required to:

- 1) **Conduct inspections** monthly or weekly depending on status.
 - a. See the table of Inspection Standards on the next page for property standards that must be investigated.
 - b. Contact City staff for questions regarding abatement requirements, if applicable.
- 2) **Record findings** with the City of Oakland every 30 days by updating the registration through the program website at <http://oaklandnet.com/foreclosure>.
- 3) **Certify on a monthly basis** that the monthly or weekly inspection was conducted and that the monthly inspection report filed with the City’s registry is accurate. *Property conditions may be independently verified by City inspectors.*
- 4) **Ensure that the property remains in compliance** with all applicable laws and regulations:
 - a. See Chapter 8.54.320 for Maintenance Requirements
 - b. See Chapter 8.54.330 for Security Requirements

Security Requirements (8.54.330):

****Required for all REO¹ or Abandoned NOD properties****

- 1) Secure all property access points to interior of property and/or structures (windows, doors including walk-through, sliding, and garage, gates/fences. Replace or board up broken windows.)
- 2) Post 24-hour Contact Information 8.5” x 11” in a font that is legible from public property.
 - a. The posting must contain the following words: “This property is managed by: _____.” And “To report any problems or concerns contact:_____.”
 - b. Posting shall be placed on an interior window facing the street to the front of the property unless this is not possible. See section 8.54.330(E) for further instructions if no such area exists on the property.

¹ Please contact City Staff if issues arise while attempting to post contact information for REO properties occupied by the former owner.

Occupancy Definitions

Occupied: The lawful habitation of property by trustor or tenants.

Vacant: Any building, structure, or real property that is unoccupied or occupied by a person without a legal right to occupy.

Abandoned: Any building, structure or real property that (1) the Owner of Record has notified a Responsible Party or the City that the Owner of Record has abandoned the property, or (2) shows either Evidence of Vacancy or occupancy by a person or persons without a legal right of occupancy, and the Owner of Record failed to respond within a reasonable time to a notice or notices sent by a Responsible Party or the City that require a response or other action by the Owner of Record, including, but not limited to notices regarding maintenance or security issues; or (3) other criteria of abandonment as may be set out in the Deed of Trust for the property, or set out in any regulations developed pursuant to Oakland Municipal Code Chapter 8.54. A determination that a property is abandoned may be made by a Responsible Party or the Building Official or designee.

Inspection Standards

The following potential property standard issues must be investigated upon initial inspection and during required subsequent inspections until the property is no longer subject to registration.

NOD properties are only subject to issues visible by exterior inspection unless a determination of abandonment has been made. If the property is abandoned, a full inspection is required.

**** Property conditions may be independently verified by City inspectors. ****

<u>Exterior Blight</u>	<u>Habitability</u>	<u>Secured Openings</u>	<u>Unapproved Use or Activity</u>
	² *Please see Footnotes*		
Overgrowth of Vegetation	Walls damaged	Windows not closed or locked	Non-residential use of property, i.e. auto repair
Trash, Debris	Ceiling damaged	Doors not closed or locked	Addition, alteration, or improvements without proper permits or City approval
Appliances, Furniture	Floors damaged/defective	Other building openings not secured	Unapproved occupancy
Recyclables	Windows broken/inoperable	Fences to rear/side yard(s) not in good condition (i.e. fence in disrepair, non-functioning)	
Graffiti	Doors and window trip and framing missing/damaged/defective	Gate(s) to rear/side yard(s) not locked	
Car parts	Interior doors damaged/missing		
Improper open storage	Interior stairs and landings damaged/defective/missing		
Unlicensed/Inoperable vehicle	Bathroom/Kitchen Cabinets and countertop damaged/defective/missing		
Trash can in inappropriate location	Plumbing system (faucets, vents, waterlines, gas lines) damaged/defective/missing*		
Inadequate weather protection/deteriorated paint	Plumbing fixtures (faucets, sinks, toilets, bathtubs, etc.) damaged/missing		
Razor wire (per OMC 17.102.420)	Hot water heater damaged/missing		
Deteriorated screen fencing	Heating system (furnace, heaters, thermostat) damaged/missing		
	Electrical system (wiring, subpanel, circuits) damaged/missing*		
	Electrical fixtures (light fixtures, switches, outlets) damaged/defective/missing		
	Smoke detectors damaged/missing		
	Vector infestation (e.g. rats, mice, cockroaches, insects)*		
	Roof damage that caused/contributed to extensive mold*		
	Lack of quick-release mechanisms on security bars over sleeping room windows		
	Lack of required light, ventilation, required minimum floor area, or required ceiling height in a habitable room		

² The habitability standards apply to **REO Lawfully Occupied** properties.

* The habitability standards with an asterisk apply to **NOD Vacant and Abandoned** and **REO Vacant** properties.