

Rental Unit Violation Form

This form was developed in cooperation with the Monmouth/Independence Tenants Union and the City of Monmouth Building Department. It is to be used as a guide and is not an inclusive list of possible housing violations.

If your rental unit experiences any of the following violations your landlord may be required by **law** to remedy the problem in 7-10 business days. Be sure to report all violations to your landlord. If your landlord is unresponsive you should report the violation to Mr. Larry Thornton, the City of Monmouth Building Inspector. Mr. Thornton can be reached at 503-751-0138.

Structural Violations (Uniform Housing Code Ch 10)

- yes/no Are the stairs leading to your apartment safe to walk on?
- yes/no Is the sidewalk and or catwalk in good condition, free of major problems?
- yes/no Are the railings on the stairs and on the balconies strong and stable?
- yes/no Is the flooring, balconies and deck safe to walk on, not broken or deteriorated?
- yes/no Are the ceiling all in good condition and not sagging or falling in?

Grounds (Monmouth City Code 44)

- yes/no Is the vegetation kept from becoming overgrown creating obstruction or problem?
- yes/no Is the trash removed to prevent an accumulation of debris on the sidewalks or other traveled paths?
- yes/no Are the trash receptacles are kept clean and prevented from overflowing?

Electrical Violations (Uniform Housing Code Ch 7)

- yes/no Are the light fixtures (inside & outside) in good working order?(except for burnt out bulbs)?
- yes/no Is the electrical wiring in good working order, with no exposed wiring?
- yes/no Is all of the provided major appliances in good working order?

Ventilation Violations (Uniform Housing Code Ch 5)

- yes/no Is ventilation adequate to prevent problems with mold?
- yes/no Does the bathrooms have a working ventilation fan and or window?
- yes/no Is ventilation adequate to prevent lasting dampness?

Plumbing Violations (Uniform Housing Code Ch 10)

- yes/no Is the plumbing in good working condition with no leaks?
- yes/no Does the hot water heater work adequately, and does not run out in a short period?
- yes/no Does the toilet work properly and does not leak or continuously run?

Heating Violations (Uniform Housing Code Ch 7)

yes/no Are you able to maintain a temperature of at least 70° in all rooms?

Fire Safety Violations (Uniform Housing Code Ch 9)

yes/no Does your unit have at least one present and working smoke detector?

Infestation Violations (Uniform Housing Code Ch 10)

yes/no Does the unit have a problems with insects or rodents?

yes/no Was the carpet cleaned and sanitized prior to me moving in? (required if the previous renter had a cat or dog)

yes/no Was the unit cleaned and sanitized prior to me moving in?

Other Problems? (specify in detail below or on a separate sheet of paper)

Record any detailed comments in the space below:

Your Name:

Phone #:

Your Address:

Your Manager or Landlord:

Managers contact information:

You may submit this form in person to Mr. Larry Thornton, the City of Monmouth Building Inspector. His office is in the City Hall Building at 151 W. Main St. Mr. Thornton may also be reached by phone at 503-751-0138.

You are encouraged to make a copy of this form for your own records.