



RENTAL REGISTRATION INITIAL ASSESSMENT OF PROPERTY WORKSHEET

City of Oak Ridge / Community Development Department, 200 S Tulane Ave. Oak Ridge TN 37830

Phone: 865.425.3532 Fax: 865.425.3426 Email: RentalRegistration@oakridgetn.gov

Rental Property Address: _____ Oak Ridge, TN 37830 Date of Assessment: _____
Rental Unit Street mm/dd/yyyy

Property Owner: _____ Address: _____
OR who receives the rent payment Street City State Zip

Type of Rental Property (Check One): ___ Single Family Dwelling; ___ Duplex; ___ Triplex; ___ Quadplex; ___ ≥ 5 units (_____)

Rental Property Status (Check One): ___ **Occupied**; ___ **Vacant**; (Utilities ON): ___ Gas; ___ Electricity; ___ Water; ___ Sewer

For the purpose of this housing assessment and pursuant to Title 13, Chapter 2 and 5 of the City of Oak Ridge Municipal Code, the adopted International Property Maintenance Code® (IPMC) as amended will be referenced. This initial assessment is used to determine if a rental property is currently deteriorated or in the process of deterioration. Further property maintenance code enforcement actions may follow this assessment depending on the severity of violations found. Lack of property maintenance per adopted codes shall result in the revocation of any exemption period and elevate further enforcement action if necessary to gain compliance.

Item	Assessment Description	NO
1	Exterior Property Areas. <i>Is the exterior area free from heavy accumulation of junk, abandoned vehicles or illegally parked vehicles, garbage, debris and refuse or contaminants? Is the pool or spa maintained? Is the yard overgrown? Are the premises in a safe sanitary condition? IPMC §§302 & 303</i>	
2	Exterior Structure. <i>Are all exterior surfaces, including doors and windows with frames, porches, decks, balconies, siding and paint, soffits, roof covering and drainage maintained in a good working condition? Do the foundation or exterior walls appear to be free of open cracks, breaks, loose or rotting, and weather tight and structurally sound? IPMC§ 304</i>	
3	Interior Structure. <i>Are all interior surfaces, components including doors and windows with frames, hand and guardrails and equipment therein maintained in good working repair, structurally sound and in a sanitary condition? Is the interior free of chipping and peeling paint or decay? Is the Unit free of rubbish and garbage? IPMC §§305, 306, 307</i>	
4	Evidence of Infestation & Mold. <i>Is the unit free from rats, parasites or vermin? Is the unit free from excessive moisture and/or mold? IPMC §308</i>	
5	Utilities & Systems. <i>Does the structure have properly working and in-service hot & cold water, well, sewer, gas & electric or fireplace/chimney? Is the lights, ventilation, plumbing, electrical systems appear to be in good working condition? Is the rental unit overcrowded or occupied? IPMC Chapters 4, 5, 6</i>	
6	Fire Safety Requirements. <i>Is there a safe, continuous and unobstructed path travel for egress to the public way? Are smoke detectors properly placed, installed and working? IPMC §§701, 704</i>	
7.	<i>In your opinion, does the rental unit appear to be unfit for human occupation or use? Does the structure need to be boarded up and secured? ORPMC § 13-205(3)</i>	

NOTES: _____

Assessment Completed By: _____ Department or Station: _____

Print Name: _____ Recommend 4 year Exemption Period to begin: ___ YES; ___ NO

Time of Completed Assessment: _____ AM PM