



DATE

NAME

ADDRESS

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Tenant or Resident of residential rental property:

The City of Oak Ridge has implemented a new program to improve rental housing conditions in the community. You are receiving this letter because the property you occupy has been identified as a rental dwelling. The City of Oak Ridge Fire and Codes Enforcement Departments will be in your area inspecting rental properties during the next two months. Your landlord has already been informed about this program and is expected to comply with the provisions of this City ordinance.

In order to fully inspect the rental property that you legally occupy, it may become necessary an interior housing inspection be conducted by the City of Oak Ridge with yours OR the landlord's permission. The interior inspection(s) may be scheduled to ensure you as the legal tenant are present during that time. There are no fees required for this rental inspection process and all city inspectors carry required photo identification.

As a tenant of rental property, you are required by law to:

1. Not to misuse any portion of the property that is regulated by building and housing codes
2. Keep the rental unit property you occupy clean and safe
3. Properly dispose of your trash and debris in a timely manner
4. Not to deliberately or neglectfully damage or remove any part of the rental property or permit anyone else to do so; and shall not engage in any illegal activity or park junk vehicles or otherwise in the yard
5. To be respectful of neighbor's property and to not disturb the peaceful enjoyment of their premises

PLEASE NOTE: If you have housing complaints about your rental unit, you must contact your landlord as soon as possible to allow them reasonable time to address those complaints. You may call our office if you need additional assistance.

For more information about this program, please visit our web site or contact the office of Community Development at 865-425-3532.

Sincerely,

Kathryn G. Baldwin  
Community Development Director  
City of Oak Ridge, TN