

**PROCESS FOR ADOPTING & ADMINISTERING
A RESIDENTIAL RENTAL HOUSING
INSPECTION PROGRAM**

**CITYWORKS MANAGEMENT
ASSISTS COMMUNITY WITH
DRAFTS & ADOPTION
OF ORDINANCE**



www.cityworksmanagement.com
800-873-0533

Cityworks Management
hired to administer
the inspection program

Notification to register
rental property mailed
to landlords

Landlord
responsive?

NO

YES

Follow up
notifications
with a deadline

Upon registration,
scheduling of
initial inspection

YES

Initial
inspection
performed

Landlord
compliant?

NO

Landlord info forwarded
to Legal Dept. for
enforcement action
per ordinance

Does
property or unit
pass inspection?

NO

YES

Provide landlord with
detailed report citing
violations & timeframe
to be corrected

Issue
Certificate of
Compliance

Re-inspection date
scheduled prior to
compliance deadline

60 Days prior to date
certification expires,
written notice sent to
landlord for next cycle
of inspections.

Inspection of
violations for
compliance

YES

Are
violations
corrected?

NO

Schedule follow up
inspections until
total compliance met