

(date)

To _____:

Your building has been scheduled by the Cedar Rapids Housing Department for a regular inspection on _____.

City housing code requires all rental property in Cedar Rapids to be routinely inspected every seven years. The inspector will be inspecting the interior and exterior of the building overall, and will be entering each apartment. A member of our staff will accompany the inspector at all times.

The City is mainly inspecting the condition of the rental property overall, but keep in mind that residents can be cited for:

1. Improper or unsafe use of extension cords.
2. Excessive grease on or around the stove.
3. Stacks of papers or sacks.
4. Empty bottles or cans.
5. Clutter or storage items around the furnace and water heater.
6. Smoke detector not operational.
7. Poor housekeeping.
8. Clogged furnace filter.
9. Failure to report plumbing, electrical or structural problems.

Thank you all for your cooperation. Please do not hesitate to call our office should you have a question.

Sincerely,

Manager