



Dear Rental Unit and Non-owner Occupied Owner,

Over the past year multiple City Committees and the City Council have worked through the recodification process of the entire Fairway Municipal Code. During that process changes were made to Chapter 7 Article IV – Rental Unit and Non-owner Occupied Dwelling Registration and Inspections.

Below is an outline of the changes:

1. **Notices by email** - The Rental Unit and Non-owner Occupied Dwelling Registration and Inspections Section of the Fairway Municipal Code now allows for official notices to be sent out via email or first class mail. On the 2015/2016 application property owners may provide an email address and opt to receive notices via email only. If the email option is not selected all notices will continue to be sent via first class mail.
2. **Renewal dates and deadlines** - Renewal applications will now be mailed by March 31st of each year with renewal applications and payment due by June 15th. The license period has remained the same, July 1st through June 30th.
3. **Inspection fees and Waiver of Inspection**
 - \$30.00 inspection fee will be assessed for each inspection. This change is to satisfy the regulatory cost of the rental / non-owner occupied program.
 - *Frequency of Inspections:* An inspection will be required as a prerequisite to the original issuance of a registration, and then on an annual basis, unless a one (1) year waiver of inspection is granted.
 - *Waiver of Inspection:* If a property passes the annual inspection on the first inspection without a warning letter and a license is issued, that property is eligible for a one (1) year waiver of inspection for the following licensing period. The one (1) year waiver of inspection is forfeited if at any time the property is found to be in violation of the City's property maintenance code.

The entire section of the Fairway Municipal Code, Chapter 7, Article IV. – Rental Unit and Non-owner Occupied Dwelling Registration and Inspections is available online at www.fairwaykansas.org.

Note: The renewal application that is enclosed will indicate if the property has earned the waiver of inspection for the 2015/2016 licensing period.

Properties that meet the property maintenance standards and pass inspection without any issues will earn the waiver of inspection for the next licensing period. By actively maintaining your property you will be decreasing your annual inspection costs with an every other year inspection.

Warning letters are used to notify property owners of items that currently do not warrant a violation but will continue to deteriorate and create future issues. The type of items noticed as warnings require an annual inspection to monitor the condition of the property. Examples: small areas of minor peeling paint, small areas of wood rot, driveways or walkways beginning to shift and showing minor damage, roof showing wear, and minor foundation cracks. This type of warning notice allows the property owner to monitor and also resolve the issue prior to the next licensing year inspection. The warning letter also provides property owners notice of anticipated larger repair projects that will need to be addressed in the future such as roof or driveway replacement.

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www.fairwaykansas.org



Property owners are encouraged to walk around the property and address the basic property standards prior to the City inspection. For your reference I have enclosed a copy of the "Inspection Form" that is used by the inspector performing rental/non-owner occupied inspections.

Common violations of a failed inspection:

- Grass/weeds over 10 inches in height.
- Brush piles.
- Vegetation growing in the gutters.
- Trees and shrubs not maintained. Limbs overgrown and touching the roof line or dead limbs that should be trimmed.
- Trash and recycling containers still at the curb after collection day or not properly stored out of sight.
- Damaged fencing and/or gates.
- Flaking/peeling paint on house and/or accessory structures.
- Wood rot on trim or siding.
- Foundation cracks.

As you can see the top five most common violations are easily avoidable. Tenants should be aware that yards are to be properly maintained. Do not allow limbs/sticks to accumulate and become brush piles. Limbs are to be bundled and set at the curb for the regular waste collection. Yard waste is collected every Monday with the regular trash and yard waste collection performed by Town & Country Disposal. After collection day all trash and recycling containers may not be stored in view of the street.

Failed inspection process - If the property fails to pass inspection the Inspector will send the failed inspection report and \$30.00 re-inspection invoice to the property owner and/or designated agent. The failed inspection report will list each violation and provide a deadline (10 days from date of letter) for the corrections to be completed. By City Code violations are given a 10 day correction period. If corrections are unable to be completed within those 10 days contact the Inspector listed on the inspection report to discuss a reasonable time frame in which the corrections will be made. The \$30.00 re-inspection fee is due 10 days from the date of the notice/invoice. Once the re-inspection fee has been paid and the property has passed inspection the license will be issued.

Please contact me if you have any questions.

Sincerely,

Abbie Aldridge
Administrative Clerk / Rental Inspector
913-262-0350 ext. 5200

Date application received: ___/___/___

Deadline for Repairs: ___/___/___

Re-inspection Paid: ___/___/___

Property Address: _____

Owner: _____

Phone #: _____

RENTAL / NON-OWNER OCCUPIED INSPECTION
FAIRWAY MUNICIPAL CODE, CHAPTER 6, ARTICLE III. PROPERTY MAINTENANCE
ORDINANCE NUMBER 1304
INTERNATIONAL PROPERTY MAINTENANCE CODE (IPMC), EDITION 2000

Inspector: _____ Date: _____ Time: _____ (a.m.)(p.m.)

EXTERIOR PROPERTY AREAS

- () 302.1 SANITATION (accumulation of trash & debris, yard waste, rubbish, and/or garbage)
- () 302.2 WATER DRAINAGE / RUNOFF & GRADING (not to discharge onto adjacent property, standing or stagnant water)
- () 302.3 SIDEWALKS & DRIVEWAYS (unsafe or damaged)
- () 302.4 GRASS / WEEDS (grass that exceeds 10" or noxious weeds) (ex: poison ivy)
- () 302.5 RODENT HARBORAGE (any form of nesting material)
- () 302.6 EXHAUST VENTS (discharge of gases, steam, vapor, hot air, grease, smoke or odors)
- () 302.7 ACCESSORY STRUCTURES (must be maintained clean and sanitary)
- () 302.7 FENCE & GATES (maintained in good repair and safe condition)
- () 302.7.2 SWIMMING POOLS/SPAS (must be maintained clean & sanitary, gates must be self-closing & locked)
- () 302.9 DEFACEMENT OF PROPERTY (marking, carving or graffiti)
- () 303.1 GENERAL (exterior property shall be maintained)
- () 303.2 PROTECTIVE TREATMENT (exterior paint must be maintained from peeling)
- () 303.3 PREMISES IDENTIFICATION (Arabic numerals or alphabet letters 4" high x 0.5" wide)
- () 303.4 STRUCTURAL MEMBERS (damage to exterior walls)
- () 303.5 FOUNDATION WALLS (damage to foundation)
- () 303.6 EXTERIOR WALLS (must be weatherproofed and coated)
- () 303.7 ROOFS AND DRAINAGE (roof must be watertight and properly drains from building)
- () 303.8 DECORATIVE FEATURES (maintained in good repair and safe condition)
- () 303.9 OVERHANG EXTENSION (eaves, awnings or canopies maintained, and gutters)
- () 303.10 STAIRWAYS, DECKS, PORCHES & BALCONIES (any unsafe damage)

- 303.11 CHIMNEYS AND TOWERS (loose bricks, unsafe or damaged)

- 303.12 HANDRAILS AND GUARDS (damaged, loose or missing)

- 303.13 WINDOW, SKYLIGHTS AND DOOR FRAMES (water tight and secure)

- 303.13.1 GLAZING (damaged or broken windows)

- 303.13.2 OPENABLE WINDOWS (egress windows required in all bedrooms)

- 303.14 INSECT SCREENS (required on all open areas of windows, to be intact and free of holes/tears)

- 303.15 DOORS (good condition and secure)

- 303.16 OPEN BASEMENT HATCHWAYS (covered and secure)

- 303.17 GUARDS FOR BASEMENT WINDOWS (covered and secure)

- 5-4 TRASH BURNING PROHIBITED (no open burning allowed)
- 12-31 TRASH CONTAINERS ARE REQUIRED TO BE SCREENED (out of view of the street)
- 12-31 TRASH CONTAINERS STORED IN FRONT OF THE BUILDING LINE
- 12-31 TRASH/RECYCLING CONTAINERS STILL AT CURB 24 HRS AFTER COLLECTION
- 11-60 TRAFFIC HAZARD (Vegetation blocking the view of traffic) _____
- 11-61, 6-19 UNSAFE DEAD OR DAMAGED TREES/SHRUBS _____
- 11-61 DISEASED OR INFECTED TREES _____
- 11-62 STORAGE OF WOOD FROM DISEASED, INFECTED TREES _____
- 6-22 INOPERABLE /DISABLED VEHICLE (No exterior storage)
- 6-22 NON-REGISTERED/TAGGED VEHICLE
- 10-58 VEHICLE PARKED ON LAWN
- 6-55 BOAT/TRAILER/CAMPER IN FRONT OF BUILDING LINE/12 HRS (Includes utility)
- 6-55 OVERSIZED VEHICLE (exceeds 28 feet, exceeds 18,000 pounds, or exceeds 7 ½ feet in width)
- 6-55 BOAT/TAILER/CAMPER TO BE STORED ON PAVED SURFACE (including side/backyard)
- 15-851 NO BUILDING PERMIT (Construction projects without permit)
- 15-851 NO BUILDING PERMIT POSTED (Must be in view and seen from the street)
- 15-298 POOL GATE NOT LOCKED (Requires self-closing self-latching gate)

RESULTS OF INSPECTION

Complies with Ordinance 1309 of Municipal Code YES NO

Complies with applicable building/structure code and IPMC YES NO

The City Clerk **Should** / **Should not** issue the 2015/2016 rental license.

WARNING LETTER TO BE SENT YES NO

Remarks for Warning Letter:

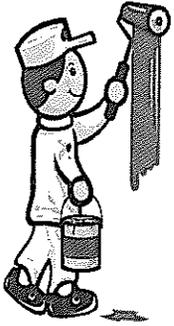
EARNED INSPECTION WAIVER FOR 2016/2017 YES NO

Building Inspector/Codes Administrator: _____ Date: ____ / ____ / ____

Codes Reminders for Property Owners & Tenants

Property Maintenance (Basic Property Standards):

- >The structure must be maintained in a safe and sanitary manner and must provide all basic services such as electrical, heating, and plumbing services, adequate exits, floor space, ventilation, and light.
- >The structure must be weather and water tight, porches and stairs must be structurally sound, and structures must be kept painted to prevent deterioration.
- >The property must be free of trash, brush piles, vermin, and other health hazards.
- >Inoperable or partly dismantled vehicles, parts, appliances, other large salvage items or large equipment cannot be stored outside.
- >No vehicle can be parked on an unimproved surface such as the lawn.
- >Grass and weeds shall not be allowed to grow higher than 10 inches in height.
- >All properties must have the address posted with numbers that are at least 4 inches in height, which can be clearly seen from the street for emergency services.
- >Trash and yard waste can be set out no earlier than 15 hours prior to the day of collection (4:00 p.m. the day before trash day). All containers are to be removed from the curb within 24 hours after collection.

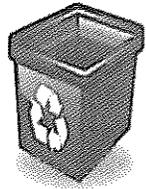


In response to concerns and complaints about residents improperly storing waste containers in view of the street, setting out their waste several days prior to collection day, and leaving waste containers at the curb after collection day; the City instituted a door hanger notification program. The door hanger has been designed as a friendly reminder to Fairway residents regarding the Property Maintenance Codes for waste containers. Once the property has been tagged/notified the resident will need to correct the violation. Multiple violations may result in a citation issued to the property owner.



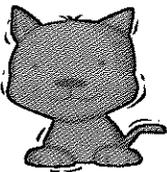
Trash, Yard Waste & Recycling:

All single-family homes are enrolled in the City-Wide Solid Waste Program that is serviced by Town and Country Disposal. The complete guidelines are posted on the City website at www.fairwaykansas.org. Town and Country Disposal 816-380-5595



Dogs & Cats:

Dogs over six months of age must be licensed with the City annually. A current rabies vaccination certificate is required before a City license can be issued. No more than three dogs and three cats per household are allowed. Cats are not required to be licensed. However, all cats must be vaccinated for rabies.



All residents and property owners are encouraged to sign-up for the City of Fairway E-mail Program. The City of Fairway uses this e-mail program to disseminate relevant City information in a timely, cost effective manner. Upcoming meetings, crime alerts, street closures, property code reminders, special event announcements are just a few examples of the information communicated via e-mail. Please visit the City website at www.fairwaykansas.org to sign-up.

