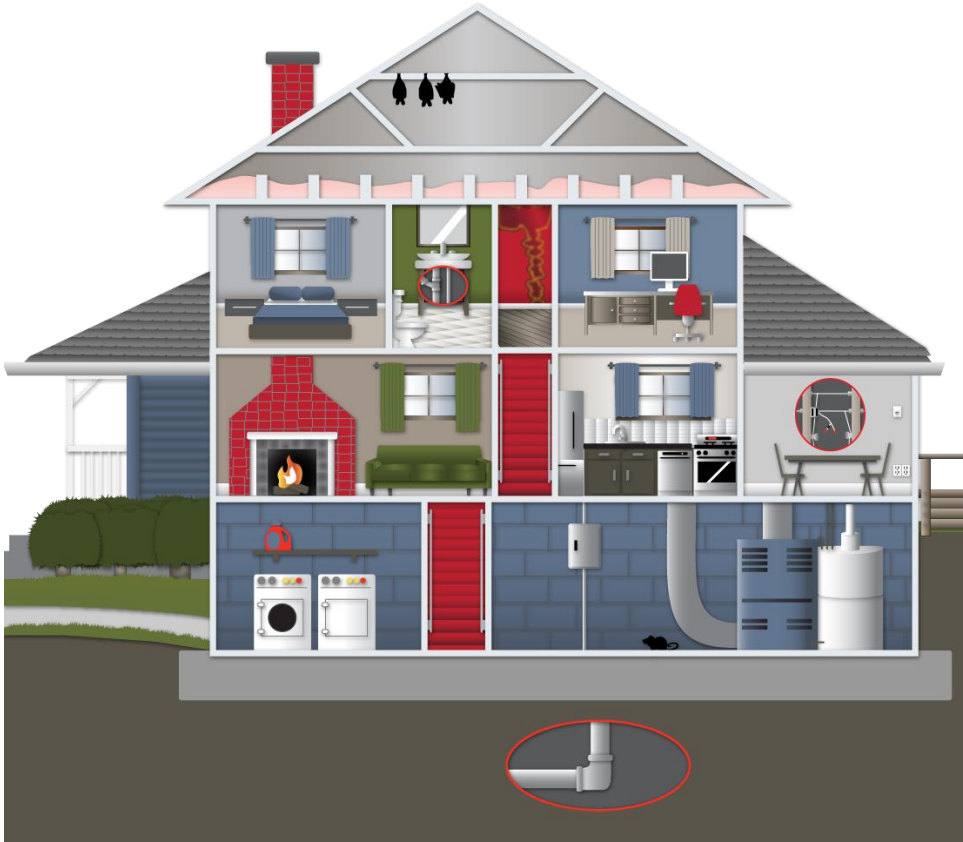




# PREPARING FOR AN INSPECTION



## Rental Inspection

The Village of Newburgh Heights is proud of the housing choices that are available in our community. The Building Department is committed to providing information and support to assist home owners to be successful in the Village. Before your Curbside Inspection please review, *Tips for Preparing for a Curbside Inspection*. These tips will allow for a smoother inspection and to help improve the overall results. Please keep in mind, that if you are home while the inspection is being conducted that the inspector is unable to answer questions or make comments during the process. Each home owner will receive a completed Curbside Inspection report.

The Curbside Inspection Program supports the Building Department goals of maintaining the exterior of residential structures which will in turn stabilize or increase property values in the Village, creating and maintaining a healthy housing stock in the Village, and, bringing the exterior of housing structures into compliance with applicable building codes and/or enabling homeowners to avoid building code violations.

The rental inspection is a VISUAL INSPECTION. The Village assumes no liability or responsibility for failure to report violations that may exist and makes no guarantee whatsoever that future violation(s) cannot or will not occur. *Permits are required for electric, plumbing, heating, building, and/or demolition work.* You have the right to appeal this inspection within (30) days of this notice. Contact the Building Department for appeal information.

## Tips for Preparing for a Curbside Inspection

- Replace any burned-out light bulbs & clean exterior light fixtures.
- Trim tree limbs & shrubs from the roof, chimney, fence and foundation walls.
- Be sure the grass & weeds are cut & the lawn well maintained. Trim hedges.
- Replace or repair broken windows & screens.
- Remove any debris from property & make sure the driveway & sidewalk is maintained & in good repair.
- Scrape & re-paint any chipped paint from windows, foundation & exterior walls.
- Check that any fences/gates are properly erected, braced & maintained.
- Check the roof for missing shingles. Check that downspouts & gutters are properly draining.
- Porches must be in good repair & structurally sound. Check for missing/broken spindles, handrails & that front steps are in good repair.

**Village of Newburgh Heights**  
**Building Department**  
3801 Harvard Avenue

To schedule/reschedule an inspection call  
**216-641-2716**  
Monday-Friday 9am-5:30pm



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