



# *Eastern Gardens Co-op*

3045 Eastern Avenue \* Sacramento, CA 95821 \* (916) 489-1604 \* Fax (916) 489-1627

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February 12, 2016

TO ALL RESIDENTS AT EASTERN GARDENS:

This is to notify you in advance of the inspections that will take place the week of February 22, 2016.

The schedule will be as follows:

Monday the 22<sup>nd</sup> – Buildings 3037 – 3035 – 3005 - 3007

Tuesday the 23<sup>rd</sup> – Buildings 3015 – 3017 – 3075 – 3077

Wednesday the 24<sup>th</sup> – Buildings 3087 – 3085- 3097 – 3095

Thursday the 25<sup>th</sup> – Buildings 3065 – 3067

We will start at 10:30 a.m. and finish in the early afternoon, we hope. This will leave time to complete any work orders that come in. The office will be closed while inspections are going on but I will have the phone with me if you need to call. I will post an inspection sheet in the laundry rooms and in the clubhouse if you are interested in what will be covered in this inspection. I will also have them available in my office.

We thank you in advance for your cooperation.

Sincerely,

Deborah Mohamed  
Community Director

Joe Mohamed  
Maintenance



**County of Sacramento**  
916.876.9020

**RENTAL HOUSING INSPECTION PROGRAM**

Department of Community Development

**City of Sacramento**  
916.808.7368



<b>Interior Inspection -PART II: Unit Identification (Print legibly)</b>	
Property Address:	Unit Number:
Tenant Name:	Phone Number:

**Check the box next to each item ONLY if the item is found to be in compliance**

<b>Interior Checklist</b>	<b>Comments</b>
<input type="checkbox"/> <b>Hot/Cold Running Water</b> (Unit must have hot and cold running water)	
<input type="checkbox"/> <b>Electrical Power</b> (Unit must have electrical power)	
<input type="checkbox"/> <b>Heat</b> (Unit be permanently installed and property functioning)	
<input type="checkbox"/> <b>Sewage Disposal Systems</b> (Unit must have a proper sewer system and must be clear of any surfacing sewage indoors or outdoors)	
<input type="checkbox"/> <b>Entry Doors</b> (All doors and door jambs have strike plates that are secure, not loose; entry doors have a standard deadbolt with thumb latch at interior, locking mechanisms do not exceed 48" in height, a peephole, and are weather sealed.)	
<input type="checkbox"/> <b>Vector Infestation or Rodent Harborage</b> (Unit must be clear of any infestations)	
<input type="checkbox"/> <b>Mechanical</b> (All mechanical equipment in the unit must properly function including; appliances, venting systems, thermostats, smoke detectors, carbon monoxide detector, air conditioning unit – if provided, etc. *Bathrooms must have operable window or exhaust vent)	
<input type="checkbox"/> <b>Electrical</b> (All wiring must be in good working condition – no spliced wiring, no exposed wiring, and all outlets and switch plates must have appropriate coverings. Electrical panel must be labeled. GFCI outlets must function and be installed in bathrooms, kitchen, exterior, and garage)	
<input type="checkbox"/> <b>Plumbing</b> (Unit must have proper plumbing throughout unit – no leaks, must have P-traps, must have proper caulking, toilets must be secured to ground and sinks must be secured to walls. Water heaters are installed in an approved location, and have seismic strapping, operable temperature relief valve and drain line, venting, and a minimum 110 degrees water temperature.)	
<input type="checkbox"/> <b>Counters and Sink Surfaces</b> (Surfaces are in good condition, no significant cracked, chipped or missing pieces, and not constructed with porous material)	
<input type="checkbox"/> <b>Windows</b> (All windows must have proper weather protection and can be opened and closed easily, and have no missing or broken glazing. Bedroom egress windows are not blocked by furniture or air conditioners, and any security bars can be released from the interior.)	
<input type="checkbox"/> <b>Flooring</b> (Floors must be in good condition, free from holes/missing pieces and do not create a trip hazard or unsanitary conditions)	
<input type="checkbox"/> <b>Foundation/Sub-flooring</b> (Must be in good condition, must not be buckling or sagging)	
<input type="checkbox"/> <b>Walls/Ceiling</b> (Walls must be clear of holes, missing sections, must not be collapsing, buckling or sagging)	
<input type="checkbox"/> <b>Smoke Detectors/Carbon Monoxide Detectors</b> (Smoke detectors are working, and are located in hallways leading to rooms used for sleeping purposes or are installed and maintained in compliance with the Code in effect at the time of their original installation. Carbon Monoxide detectors are located outside each sleeping area and on each level of a dwelling including basements. Installation must be per manufacturer's instruction and per California Building Code)	

**I certify that I have inspected the aforementioned unit and that the information above is true and correct to the best of my knowledge.**  
(Provide a copy of this form to the tenant and keep a copy for your files. Do not send copies to Code Enforcement.)

Name (Please print): \_\_\_\_\_ Phone Number: \_\_\_\_\_

Relationship to the Property: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Tenant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

*Audit inspections will be done randomly and property owners/managers will be required to produce proper documentation within 72 hours after notification (16.20.906 (D, E, F) of the Sacramento County Code.)*