1. When an apartment owner wants to sell his/her building, the Requirements of the Lincoln Municipal Code are as follows:

   **5.38.065 Certificate of Compliance at Time of Sale.**

   (a) General. Every owner of a house shall tender to a prospective buyer, at the time of the transfer of ownership of such house, a copy of a valid certificate of compliance or a notice of deficiencies, which shall include a copy of any notice and order issued pursuant to the Lincoln Minimum Housing Code or any other applicable law or ordinance, issued by the Building Official.

   (b) Application. The owner of any house desiring to sell or transfer the same shall file an application for a certificate of compliance with the Building Official upon a form provided for that purpose by the Building Official.

   (c) Issuance. The Building Official shall issue a certificate of compliance for a house only after he/she has inspected such house and has found that it complies in all respects with the Lincoln Minimum Housing Code and all other applicable laws and ordinances. If such house is found not to be in compliance with the Lincoln Minimum Housing Code and all other applicable laws and ordinances, the Building Official shall issue a notice of deficiencies.

   (d) Validity. A certificate of compliance shall be valid only for ninety (90) days from the date of issuance. A certificate of compliance shall not be deemed a warranty or guarantee that a house complies with all provisions of the Lincoln Property Maintenance Code or other applicable laws and ordinances, nor shall the City be held responsible for any violations not noted or discovered by the Building Official during his/her inspection of the house.

   (e) Fees. The Building Official is hereby authorized to establish reasonable fees for inspections made pursuant to an application for a certificate of compliance, which fees, before becoming effective, shall by approved by the Mayor. (Ord. 16530 &2; December 6, 1993).

2. Requirement for this inspection is placed on the seller of the building.

3. Inspection process:
   a. A **Housing Inspector** and a **Fire Inspector** inspect apartment building or hotel/motel or boarding house. The inspection includes the exterior of the building, common hallways and grounds, and interiors of apartment units or hotel rooms. Current cost is $90.00 per building for first 3 units and $12 per unit for each additional unit.
   b. Inspectors will determine if the following items are in poor repair, missing, or improperly constructed (the following lists are not all-inclusive):
Exterior: Deteriorated/Missing Areas
- Soffit
- Fascia
- Siding
- Trim
- Handrails – height and connection
- Guardrails – height, condition, intermediate rails
- Stairs – condition and spacing
- Premises ID
- Gutters – clogged/hanging
- Screens – missing/torn
- Windows
- Foundation
- Drainage from structure
- Paint condition – 25% or more missing is a violation
- Roof Structure
- Locks – doors and windows

Exterior: Weatherproofing
- Doors
- Windows – broken or boarded
- Roof
- Foundation Walls
- Siding
- Mortar
- Porch/Patio Deck
- Garbage Storage/Removal

Interior: Inadequate Maintenance
- Surface coverings – carpet, vinyl, counter tops
- Walls deteriorated
- Suspended ceilings
- Floors deteriorated – holes, buckling
- Ceilings deteriorated
- Paint interior

Interior: Structural Hazard
- Floors
- Stairs
- Foundation
- Ceilings

Interior: Inadequate Sanitation
- Inadequate sanitation
- Utility shut-off
- Mold/Mildew
- Lighting – halls and stairs
- Supplied Equipment – operational
- Bath exhaust fan
- Light – ventilation
- Appliance – defective
- Occupancy – improper
- Roach/Rodent/Insects
- Maintenance of doors, trim, cabinets
- Dryer venting to exterior

Interior Plumbing: Install Gas Line Shut-off Valve
- Kitchen stove
- Water Heater
- Dryer
- Gas-fired appliance

Interior Plumbing: Repair
- Water heater – drip leg
- Waste system deteriorated
- Kitchen sink
- Shower
- Toilet leaks
- Installs without permit
- Waste system back-up
- Lavatory
- Tub
**Interior Plumbing: Water Supply Leak**
- Kitchen sink
- Shower
- Toilet

**Interior Plumbing: Inadequate Sanitation Facilities**
- Lavatory
- Inadequate water
- Plumbing (sewer line)

**Fire/Life Safety:**
- Smoke Detectors
- Fire doors close and latch
- Exit sign lights and location
- Combustibles stored by fuel burning appliances
- Emergency Lights
- Impeded exiting
- Fire Extinguishers – out of date
- Grills on decks

**Electrical Safety:**
- Hazardous electrical wiring
- GFCI outlet improperly wired
- Exposed wiring
- Light fixtures – hazardous wiring

**Fire Door Separation**
- Bathtub or shower
- Water-heater repair
- Privacy separation

**Egress**
- Fire resistive construction
- Exits – provided
- Fire Extinguishers
- Storage under stairs

**Alarm Systems**
- Garbage disposal wiring
- Continuous use of extension cords
- Missing outlet covers