



Modern Property Management, Inc.

Property Management • Rentals • 24/7 Maintenance • Remodeling • Real Estate Sales

February 11, 2010

Dear Owner,

Alexandria Drive will be in the next phase of a comprehensive inspection program being performed by the Department Of Public Safety for the Lexington-Fayette Urban County Government of Kentucky. Your property will be included in these upcoming inspections.

There is considerable latitude on the inspector's part to define what will be in the scope of his evaluation, so we do not know exactly what items will be in prime focus. We are inspecting your property for items we have learned are common to problem areas cited in previous inspections around Lexington, such as smoke alarms and automatic door closers. We will contact you with our recommended preemptive maintenance items, if any, as a way of getting in front of the LFUCG inspector.

As your property manager, we will be working directly with the inspectors as well as being present during the code inspection assessment. As an advocate for your interests we will be pro-active in discussing any issues that are identified by code enforcement officials as they occur to eliminate or minimize any violations or citations.

Please contact us to discuss any questions or concerns that you may have.

A copy of the comprehensive inspection notice is attached.

Sincerely,

Paul Schank
Director, Property Services





Lexington-Fayette Urban County Government
DEPARTMENT OF PUBLIC SAFETY

Jim Newberry
Mayor

EXAMPLE
LETTER FROM
CODE ENFORCEMENT

Tim Bennett
Commissioner

January 27, 2010

Dear Property Owner:

1670 Alexandria Dr. has been designated to be part of a comprehensive inspection area. Tom Brooks, a Code Enforcement Officer affiliated with the Division of Code Enforcement will soon be conducting inspection of all the rental units at this property. The target date to begin the inspection is February 16, 2010. Inspections should be completed within one month.

The enclosed flyer describes the nature of a comprehensive inspection and what to do if you receive a Notice & Order to make improvements or repairs to your property.

If you have any questions or concerns, please feel free to call Tom Brooks at 859-258-3277.

Sincerely,

Patrick Schweighardt

Pat Schweighardt
Code Enforcement Supervisor

FLYER

The Comprehensive Code Enforcement Area

The Division of Code Enforcement operates in designated areas of the city as well as on a complaint basis in the rest of the community, and recognizes the need for continuing maintenance of Lexington's buildings to preserve our neighborhoods. Comprehensive Code Enforcement areas are determined by the division and are based on a high percentage of rental property, the age of the structures and, generally, proximity to previous comprehensive areas.

What happens in a Comprehensive Code Enforcement Area?

Code Enforcement Officers will inspect all buildings in the designated area, concentrating on rental properties. Inspections of rental properties will include the interior as well as the exterior of the structure, with emphasis being placed on items relating to safety. Where properties are owner-occupied, the inspection will be of the exterior only. Owner occupants will be encouraged to have working smoke detectors in or near bedrooms and GFCI (ground fault circuit interrupter) outlets in bathrooms and kitchens.

The Process:

When the Code Enforcement Officer determines that a Notice & Order to make repairs is required, a Field Inspection Form (which lists the violations found) is filled out, and a Notice and Order to make repairs is sent to the legal owner of record.

It is the responsibility of the property owner to communicate with the inspector. Reasonable extensions of time can be granted by the inspector, but good communications may prevent a fine.

Information for tenants

It is the landlord's duty to make sure their property complies with the Property Maintenance Code. They are required to keep the premises in a fit and habitable condition. It is the tenant's right to be free from retaliatory action if the tenant complains to a governmental agency charged with the responsibility for enforcement of a building or housing code.

Our mission at the Division of Code Enforcement is to protect the public health, safety and welfare in all existing structures, residential and nonresidential, and on all existing premises by enforcing minimum standards for safe and sanitary maintenance of property in Lexington and all of Fayette County. It is beneficial for the tenants to allow the inspector's entrance to their units, as they will inspect for safety issues that the tenant may not even be aware exist.

It is the responsibility of the tenant to keep the unit and premises clean and to dispose of rubbish and garbage properly, and not to deliberately or negligently destroy, deface,

damage, impair or remove any part of the premises or knowingly permit any person to do so.

It is illegal for occupants to tamper with the smoke detector in any way that disables it or renders it ineffective to sound a suitable alarm.

If you have problems with your rental unit, you should first work with your landlord, making sure he/she is aware of your concerns. If you are not satisfied with the action your landlord takes, then you may call Code Enforcement at 258-3270. If you have questions concerning your rights and responsibilities as a tenant call Tenant Services at 258-3960.

Help for Owner Occupants may be available for those who need financial or physical help in making any necessary repairs on their homes.

In the spring, volunteers do simple repairs and painting on houses owned by and occupied by older citizens **through Repair Affair.**

Owners of any age with limited income may be eligible for grants or loans from the Division of Community Development. Houses under Comprehensive inspection are given priority for being screened for assistance. Periodically there are other volunteer groups that help with maintenance. Code Enforcement makes referrals to these groups.

Suggestions for Property Owners

If you receive a notice from Code Enforcement, keep the Inspector informed about what you are doing and make the improvements as quickly as you can. If you need to spread out the repairs, work with the Inspector to establish a reasonable time frame.