

Safebuilt Fact Sheet

Rental Inspection Units

In September 2020, the Lynn City Council passed an ordinance, requiring all rental units in the City of Lynn to be inspected to ensure compliance with the State Building and Sanitary Codes at a minimum of once every five years. The purpose of this Ordinance is to implement a proactive rental inspection program that maximizes the effectiveness of City resources in rental property code enforcement.

- 1) **Who is SAFEbuilt?** *SAFEbuilt is the authorized inspector hired by the City of Lynn Inspectional Services Dept to perform what has been known in the past as a “Vacancy Inspections” and/or “Rental Inspections”.*
- 2) **Where is SAFEbuilt?** *SAFEbuilt is located at 1 Market St. Suite 1D, Lynn. Their phone number is 781-496-3664 and their hours are Monday-Friday 8:30-4:30.*
- 3) **Can I contact City Hall regarding my SAFEbuilt questions?** *We prefer that you contact SAFEbuilt directly as they are the personnel administering the Long-Term Rental Program.*
- 4) **Who will do my inspection?** *Owners of the rental properties may request that ISD/SAFEbuilt conduct the inspection OR may engage an “authorized” non-ISD/SAFEbuilt inspector who meets the qualifications set out in the Long-Term Rental Ordinance.*
- 5) **Who is required to “register their property?”** *All owners of private residential RENTAL (where the property owner does not reside in the unit) housing units including condominium units in the City of Lynn are required to register their rental unit(s) with the City annually.*
- 6) **Is anyone exempt from registering?** *Yes. Rental units owned or operated by Federal, State, or City Government. In addition, owners of condominium units who reside in the unit are exempt.*
- 7) **How often do I have to “register” my property?** *Registration is required annually for time period beginning July 1 of a given year to June 30 of the following year.*
- 8) **Do I need a separate form for each unit?** *No. An owner owning multiple units in the same building may submit one form representing all said units.*
- 9) **When will I get my inspection?** *SAFEbuilt will contact you via mail to schedule the inspection.*
- 10) **How often do I have to have an inspection?** *Each rental unit must be inspected once every 5 years. Annual comprehensive apartment inspections conducted by LHAND leased housing program or by other Federal, State, or City inspection programs that are accepted by ISD as being substantially equivalent MAY be used to satisfy the 5-year inspection requirement.*
- 11) **I am a large landlord, with many units, how much money do I have to put “up-front?”** *The initial registration fee is \$25.00 per unit. After the initial inspection fee of \$25.00 the annual inspection fee is \$15.00. There is \$2,500 cap per building or \$5,000 cap per complex. In addition, there is a \$100.00 fee for each inspection. Inspection fees are collected at the time of the inspection.*
- 12) **How long is the registration good for?** *365 days*
- 13) **How long is the inspection good for?** *The inspection is good for 5 years pending a valid registration.*
- 14) **What do I do if I need to move a tenant in before my SAFEbuilt inspection?** *You can have as many tenancies as you need to during your registration time period.*
- 15) **Why has the vacancy ordinance changed?** *To maximize the effectiveness of City resources in rental property code enforcement.*
- 16) **Where can I find the updated City Ordinance (Long Term Rental Ordinance 9/2020)?** *Please contact the City Clerk’s office at 781-586-1806*