

City of Menomonie

City Inspection Department
800 Wilson Avenue
Menomonie WI 54751

Telephone 715-232-2241 Ext .3
Fax 715-235-0888
www.menomonie-wi.gov

Memo

To: Landlords or Property Managers
From: City Building Inspection Department / Housing Department
Date: October 24, 2014
Subject: Annual Housing Inspections

Complete Pre-Inspection

1. Fire extinguishers must be serviced annually by a certified person.
 2. All smoke detectors and CO detectors must be in working order.
 3. Space heaters are not allowed - remove them from the rental units.
 4. Fire alarm systems are to be tested monthly and a record of the testing is to be provided for those apartments having an alarm system.
 5. All light fixtures and electrical outlets shall have covers.
- ▶ **Return pre-printed applications by November 30, 2014 to avoid late fees.** Verify information is correct on the pre-printed application. IF you do not have the application form enclosed, your property manager requested the form. We are notifying you of the required annual inspection. As the owner you are responsible for obtaining and maintaining the required rental permit or license. Applications are to be postmarked or in our office by November 30, 2014.
 - ▶ **Call 715-232-2241 to arrange for inspection.** Inspections are to be scheduled by December 31, 2014. The owner or property manager must be present for inspections. **Re-inspections will be required for any violations. A \$25.00 late or re-inspection fee can be charged. The owner or property manager must be present for re-inspections also.**
 - ▶ **Make checks payable to: City of Menomonie.** Return check to City Inspection Department, 800 Wilson Avenue, Menomonie WI 54751.

