

# **TOWN OF MILLINGTON**

## **RENTAL PROPERTY GUIDE FOR LANDLORDS AND PROPERTY OWNERS**



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Millington, Maryland 21651  
(410) 928-3880  
[www.millingtonmd.us](http://www.millingtonmd.us)**

DISCLOSURE: This is an informal guide for landlords and property owners in the Town of Millington. This guide does not constitute a legal document. For precise definitions and requirement descriptions refer to the International Property Maintenance Code and the Town of Millington's Code.

## **INTRODUCTION**

The State of Maryland requires all municipalities with planning and zoning powers to enact and enforce minimum livability standards. The Town of Millington passed Resolution 2005-03 on October 5, 2005 adopting the 2003 edition of the International Property Maintenance Code. This ordinance regulates the conditions and maintenance of all property, buildings and structures, providing the standards for supplied utilities and facilities to ensure that structures are safe, sanitary, and fit for occupancy.

Under this ordinance, owners of Rental properties within the Town of Millington are required to apply for a rental housing permit, pay a permit fee of \$50 per Rental unit, and submit to an inspection of the property every two (2) years. The inspection assures compliance with the Town of Millington Zoning Ordinance, the International Property Maintenance Code (IPMC), and various amendments as approved by the Mayor and Council of Millington. Copies of these codes and resolutions may be found on the Town of Millington's website, [www.millingtonmd.us](http://www.millingtonmd.us) or ordered from the Town Office at 402 Cypress Street, Millington, Maryland 21651. Copies of the International Property Maintenance Code may be purchased by calling BOCA at 1-800-214-4231 or visiting their website [www.bocai.org](http://www.bocai.org).

This is a mandatory program for rental property owners and it can be beneficial to you the landlord/property owner. Inspections may reveal anything from structural problems in the beginning stages to tenant abuse. This program allows you to resolve the problems before they become expensive repairs. The first step is to communicate with your tenants and explain some of the common obligations of a tenant. You should also notify the tenant of a scheduled inspection.

## **TENANT OBLIGATIONS**

- keep the rental property safe and clean;
- keep plumbing fixtures clean;
- dispose of rubbish, garbage, and other organic waste in accordance with the Town's waste disposal instructions;
- comply with all landlord-tenant contract obligations, specifically those that are necessary for the protection of the rental property; and
- operate all electrical and plumbing fixtures and smoke detectors properly.

## **PROPERTY OWNER/LANDLORD OBLIGATIONS**

- keep all common building areas and grounds in a clean and safe condition, unless provided otherwise in your rental agreement;
- make all repairs necessary to keep the rental unit in the same condition as it was when initially rented;
- maintain all electrical, plumbing, and other utilities in good working condition;
- register the rental property with the State of Maryland Lead Paint Program
- notify your tenants when an inspection will be performed by the Town of Millington's Code Enforcement Officer; and
- inform your tenants of your obligations as a landlord.

## **RENTAL PROPERTY PERMIT APPLICATION**

The Town of Millington on a bi-annual basis will send a letter and permit application to the property owner. Rental property permit applications can also be picked up at the Town Office, mailed upon request, or found on the Town's website. The application can be delivered in person, mailed to the Town of Millington, P O Box 330, Millington, MD 21651, or emailed to [millington@atlanticbb.net](mailto:millington@atlanticbb.net). A permit fee of \$50 per unit is required at time of application and will be assessed at each renewal date (every two years); however only one application per property address is required. Upon receipt of the application and appropriate permit fee an inspection will be scheduled by the Town Clerk or other authorized personnel.

## **CODE ENFORCEMENT OFFICER**

All inspections are performed by the Town of Millington's Code Enforcement Officer. The Code Enforcement Officer will perform a thorough inspection of the rental unit and provide a report to the Town of Millington and the property owner. Upon completion of the inspection a Conditional Occupancy Permit or an Occupancy Permit will be issued to the property owner. If a Conditional Occupancy Permit is issued, the property owner has 30 days to correct any issues cited by the Code Enforcement Officer. Once all issues have been corrected, the property will need to be reinspected to assure compliance and to receive the Occupancy Permit. The Code Enforcement Officer is authorized to issue municipal infractions, condemnation orders, and various warnings and notices through the adoption of Ordinance 2005-03.

## **INSPECTIONS**

All rental units will be inspected every two (2) years for compliance with applicable codes. Property owners will be notified upon receipt of the application and appropriate fee of an inspection date. If the rental unit is not occupied at the time of the inspection, or if the tenant is not available for the scheduled inspection, the property owner is responsible to make arrangements to enter the unit.

Some of the items that may be inspected are:

- exterior maintenance of the property;
- exterior maintenance of the structure;
- interior maintenance of items essential to health and sanitation;
- fire safety both inside and outside of structure;
- safety, health, and sanitation for plumbing, mechanical, and electrical systems.

Under the Town of Millington's Ordinance 2005-03 failure to correct violations as described on the dwelling units inspection report may result in municipal citations issued and fines subject to District Court rulings.

## **EXTERIOR INSPECTIONS**

Some of the items that will be addressed by the Code Enforcement Officer during the inspection of the exterior are:

- Paint – wood surface protected, metal surface protected, no peeling
- Chimney/Flues – safe, weather-tight, in good repair
- Roofs – properly flashed, free from defects
- Roof Drainage – clean, no leaks, free of leaves, not broken, gutters and down spouts
- Vents – weather tight, clear of debris

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- Windows – sound condition, good working order, unbroken, weather-tight screens
- Grounds – proper water run-off, no trash accumulation, grass and weeds, bushes/trees over sidewalks
- Foundation Walls – sound, no holes, no cracks
- Entrance/Porches/Patios – sound, no cracks, appropriate railings

### **INTERIOR INSPECTIONS**

The interior of the rental unit and all the equipment contained within shall be maintained in good repair, structurally sound, and in a sanitary condition. It is the occupant's obligation to maintain the dwelling that he/she occupies in a clean and sanitary condition so as not to attract rats, insects, and other rodents. It is the owner's responsibility to maintain all common areas, both inside and outside the structure, in a clean and sanitary condition.

Some of the items that will be addressed by the Code Enforcement Officer during the inspection of the interior are:

- interior surfaces are maintained in good, clean, and sanitary condition
- structural members are capable of supporting all imposed loads
- handrails and guardrails are capable of supporting normal imposed loads and are in good condition
- Electrical System – 2 duplex outlets per room, no frayed cords, GFI outlets in bathroom and kitchen
- Doors – safe operation, not blocked, fits frame
- Hallway – lighted, clean, uncluttered
- Windows – 8% of floor area, no broken glass, open freely

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For Multi-family dwellings the following are additional requirements:

- second means of egress
- no kerosene heaters
- flues connected to chimney or vent
- continuously lighted hallway

**OCCUPANCY LIMITS**  
**(Minimum Area Requirements – in Square Feet)**

**DWELLING UNITS SHALL NOT BE OCCUPIED BY MORE OCCUPANTS THAN PERMITTED BY THE MINIMUM AREA REQUIREMENTS AS STATED IN THIS TABLE (IPMC).**

<b>SPACE</b>	<b>1-2 OCCUPANTS</b>	<b>3-5 OCCUPANTS</b>	<b>6 OR MORE OCCUPANTS</b>
Living Room	No requirements	120 square feet	150 square feet
Dining Room	No requirements	80 square feet	100 square feet
Bedrooms	See Note	See Note	See Note

Note: Every bedroom occupied by one person shall contain at least 70 square feet of floor area, and every bedroom occupied by more than one person shall contain at least 50 square feet of floor area for each occupant thereof. Bedrooms shall not constitute the only means of access to other bedrooms or habitable spaces and shall not serve as the only means of egress from other habitable spaces. Every bedroom shall have access to at least one lavatory and tub/shower without passing through another bedroom. Kitchens and nonhabitable spaces shall not be used for sleeping purposes.

## **SMOKE DETECTORS**

The most important safety device in any dwelling or structure is a smoke detector. Making sure the smoke detector operates properly will save lives! The power source for smoke detectors must be received from an AC primary power supply or a monitored battery. Smoke detectors are required in the immediate vicinity of the bedrooms, usually located in the hallway. In dwelling units with more than one sleeping area, a smoke detector is required for each area. Smoke detectors are also required on each story of the dwelling unit, including basements. A smoke detector is also required at the top of each staircase.

It is the responsibility of the tenant to test all smoke detectors at least once a month. Replace old or dead batteries immediately. An inoperable smoke detector is just as deadly as not having one at all!

## **BUILDING REPAIRS**

All building work except minor repairs must be done by a licensed contractor with the required permit. All electrical, heating, and plumbing work should be done by licensed contractors with the required permit. Applications for building permits may be obtained at the Town Office, 402 Cypress Street, Millington, Maryland or on-line at [www.millingtonmd.us](http://www.millingtonmd.us). Applications for electrical, plumbing, and heating may be obtained from the County Planning and Zoning Office or will be provided by the licensed contractor.