

**City of Edwardsville  
Rental Registration and Inspection  
Safe Housing Program**

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**FREQUENTLY ASKED QUESTIONS  
FOR TENANTS**

The City of Edwardsville believes that tenants should be provided a safe and sanitary dwelling unit. To support this objective, the City adopted a Rental Registration and Inspection Program to be effective January 1, 2014. It is mandatory that all residential rental property owners or owner's agents register their property(s) with the City annually no later than January 31<sup>st</sup>. In addition, it allows for periodic/scheduled Safe Housing Inspections to be performed. As a tenant, we want you to know what the program is and how this program will affect you.

**Will the City inspect my Rental Unit?**

Yes, typically on a 3-year cycle. The city works with the property owner or owner's agent to schedule inspections when they are required. As the tenant, you will be given notice (5) days prior to a scheduled inspection. Your landlord may choose to be present while the city performs the inspection.

**What if I suspect there are violations in my rental unit? How can I submit my concerns for inspection?**

You can request an inspection of your dwelling unit at any time if you believe your unit is not being maintained to meet the safe housing standards. Inspections can often be scheduled within two business days. Please report your concern or complaint by calling 618-692-2331 or email [rentalregistration@cityofedwardsville.com](mailto:rentalregistration@cityofedwardsville.com)

**What is the City looking for during inspections?**

The inspection is focused to ensure that the dwelling unit is considered safe. A list of items ranging from functioning smoke alarms, carbon monoxide detectors, electrical safety, heating/cooling systems functionality, minimum property maintenance requirements, occupancy requirements, structural safety and other standard fire safety measures is included in the inspection. A full checklist is available at our website: [www.cityofedwardsville.com/rental](http://www.cityofedwardsville.com/rental)

**What is an occupancy requirement?**

The City of Edwardsville has limitations relating to how many residents can occupy a rental home or apartment. Our housing code allows a maximum of three (3) unrelated people to live together in a residential property regardless of how many bedrooms are contained in the property.

The only off-campus housing approved to allow for a maximum of four (4) unrelated persons to live in the same dwelling unit are the 4-bedroom units at Enclave West on New Poag Road.

**What happens if my rental unit is found to have violations?**

The City will issue their findings in writing to the property owner or owner's agent. Some violations may be corrected on-site during the inspection. The owner will have a set time to correct violations. If a noted violation poses an imminent threat to life, safety or health other actions may be taken.

**Can I find out if my rental unit has been cited for violations?**

Yes, you can contact the City's Rental Registration and Inspection office at 618-692-2331 or via email at [rentalregistration@cityofedwardsville.com](mailto:rentalregistration@cityofedwardsville.com).

**Do I have to allow the inspection?**

You have the right to refuse consent to inspect, however if you do refuse consent, the City may seek an administrative search warrant or other lawful means by which to complete the inspection.

**Who can I contact if I have questions?**

Please contact the Rental Inspection Coordinator either in-person, email or by phone. The Public Works Department is located at 200 East Park Street in Edwardsville. The Rental Inspection Coordinator's name is Denise Thibault, phone number is 618-692-2331, email is [dthibault@cityofedwardsville.com](mailto:dthibault@cityofedwardsville.com) . For general questions you can email [rentalregistration@cityofedwardsville.com](mailto:rentalregistration@cityofedwardsville.com)