



500 West Big Beaver
Troy, MI 48084
troymi.gov

RE: Multiple Housing/Apartment Inspections

PROPERTY MANAGER:

The City of Troy requires a biennial inspection for each apartment complex within the City to ensure and promote public health, safety and welfare for its residents. During this pandemic, we are changing our inspection procedures to make it as safe as possible for tenants and the inspectors.

Your complex is scheduled for its biennial city inspection and the following guidelines will be followed:

- The City Housing & Zoning Inspector will wear a mask at all times while inside all buildings and unit.
- The City Housing & Zoning Inspector will follow all safety guidelines per CDC.
- The City Housing & Zoning Inspector will not inspect units where tenants/occupants have symptoms and/or diagnosed with COVID-19. Inspections for that particular unit(s) will be rescheduled after the CDC's recommended isolation period.
- During the inspection, the Housing & Zoning inspector will be entering every room of the unit. The inspector will have to touch items like door handles, light switches, faucets, toilet handles, etc. Gloves will be worn on request from tenant/occupant. The inspector will use hand sanitizer before and after each unit inspection.
- If tenant is home for the inspection, please remember to keep a safe 6' distance from the inspector. Tenants are not required to be present during the inspection.

We ask that the you share this letter to your tenants and notify them of the upcoming inspections. Any further questions/concerns, please email the inspector at Kathleen.thursam@troymi.gov.

Thank you,

Kathy Thursam
City of Troy
Housing & Zoning Inspector