

## Inspection Fee Structure

Pre-Occupancy Inspection—  
\$80 per unit

## Program Services Include

- Dwelling unit inspection in addition to common areas.
- First re-inspection (if required).
- Subsequent inspections will be charged a \$30 fee.
- Certificate of Fitness for Human Habitation.

\*Please call the Acton Health Department if you have any questions about your housing conditions, or if you would like to request an inspection.

*“Safe affordable housing is a basic necessity for every family....”*  
- Tracy Kaufman



## Pre-Occupancy Housing Inspection Program



Acton Health Department  
472 Main Street  
Acton, MA 01720  
978-929-6632  
Fax 978-929-6333

### **How do I benefit?**

- Receive guidance on housing code requirements from public health professionals.
- Documentation of the conditions of the rental unit at the beginning of the occupancy.
- Protection against consumer lawsuits for renting sub-standard units.
- A tool that can be utilized against illegal rent withholding and occupant damage to the unit.
- Marketable units to interested renters.

### **Occupant Benefits**

- Provided with a legal, safe and sanitary apartment.
- Education on their responsibilities and rights.

### **Community Benefits**

- Proper care and maintenance of residential properties.
- Promotes healthy homes that protects seniors, children and other occupants.
- The legal and proper use of dwellings in accordance with sanitary code requirements.

### **Inspection**

By requesting a pre-occupancy inspection you are allowing the Acton Health Department to conduct a comprehensive housing inspection. The inspection will be conducted in accordance with Chapter III Sections 127A and 127B of the Massachusetts General Laws, 105 CMR 400.000: State Sanitary Code, Chapter I: General Administrative Procedures, and 105 CMR 400.000: State Sanitary Code, Chapter II: Minimum Standards of Fitness for Human Habitation.

### **Requesting an Inspection**

The landlord or authorized agent may request a pre-occupancy inspection. This inspection is different than a general complaint. A pre-occupancy inspection must be conducted within 30 days of the start of a lease or within the first 30 days of occupancy.

### **Certificate of Fitness**

When the inspection has been completed an Inspection Report will be issued to the owner or property manager. A timeline will be given and a re-inspection will be required. Once the unit has been cleared, the owner and occupant will receive a Certificate of Fitness. This certificate does not mean that a future call or complaint can not be reported to the Acton Health Department. It states that at the time of inspection the unit was fit for habitation and complied with the Massachusetts Housing Code Standards.

To Request a Pre-Occupancy Inspection contact the Acton Health Department at 978-929-6632 or [health@acton-ma.gov](mailto:health@acton-ma.gov)