



320 S Second
Hamilton, Montana 59840
406.363.4430

INSPECTION POLICY/PROCEDURE

Cardinal Properties inspects all residential units under management at least one time per year – although units MAY be inspected more frequently. When an inspection is scheduled, the tenant will be notified of the date and time, or time range, for the inspection. For annual inspections, tenants will USUALLY get one to two weeks notice.

Properties coming up for annual inspection are grouped by area and inspections are scheduled based on staff availability. Tenants are not consulted about inspection timelines and preferred times because it is not feasible to take all tenant's schedules into account. If requested by a tenant AT LEAST 24 HOURS IN ADVANCE, Cardinal Properties, MAY, at their discretion, agree to reschedule an inspection. IF Cardinal Properties agrees to reschedule, the tenant will be billed a \$25 re-scheduling fee which covers the inspector's lost job time, the cost of re-arranging and re-scheduling and/or a second visit to the property. This courtesy will be extended only one time to a tenant – inspections will not be rescheduled multiple times. Rescheduling of inspections will be based on Cardinal Properties schedule, not on the tenant's schedule or availability.

Cardinal Properties may decline to reschedule inspections and will enter and inspect a unit if appropriate notice was given, even without express tenant permission. Tenants are encouraged to review their lease and Montana Landlord Tenant law if they have questions about their rights and/or responsibilities regarding allowing access.

In the case of low income properties where inspections are often scheduled to satisfy state and federal funding requirements, no rescheduling or exceptions will be made. Inspections will occur per the notification – tenant's may ask if their inspection can be at a specific time within the inspection window, or first or last on the list, and where possible, MAY be accommodated – but ALL units notified must be accessible and viewable at the scheduled time(s).

Fees

1. \$25 fee IF rescheduling is approved at least 24-hours prior to inspection
2. \$45 re-inspection fee if unable to access property at time of inspection or if tenant reschedules with less than 24-hour notice/