

CONCORD, CALIFORNIA

# Multi-Family Housing Inspection Program



City of Concord



Partnering with the community  
in providing quality housing in  
the City of Concord

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# **Multi-Family Rental Dwelling Unit Inspection and Maintenance Code**

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On February 22, 2000, in response to continuous complaints from residents about serious life, health and safety violations in multi-family housing units, the Concord City Council unanimously passed the Multiple Family, rental Dwelling Unit Inspections and Maintenance Code of the City of Concord. (Ordinance 00-2) (CMC 9820).

The purpose of this Code is to proactively identify blighted and deteriorated buildings and ensure the rehabilitation or elimination of housing that does not meet minimum Building and Housing code standards, Exterior and Site Maintenance standards.

This code shall apply to all existing residential rental building, including rooming houses, having four (4) units or more on one parcel, as well as the site, including parking lots, driveways, landscaping, accessory structures, fences, walls swimming pools, hot tubs, and spas. Hotels, motels, bed and breakfast, and similar occupancies are specifically excluded from the requirements of this code.

A Building Inspector may inspect the rental dwelling units and their associated properties to determine whether such properties comply with provisions of the Concord Municipal Code and with all previous conditions of approval agreements. Structures and premises that do not comply with the provisions of this code and the codes listed above shall be altered or repaired to obtain the required level of compliance or demolished.

Copies of individual ordinances and sections of the Concord Municipal Code can be purchased by contacting the City Clerk at (925) 671-3000. Ordinances are updated to reflect the changing needs of the City and its citizens.

We welcome any questions or comments that will help keep Concord a safe, attractive and pleasant community. You may reach the Multi-Family Inspection Program at (925) 671-3454.



# **Frequently Asked Questions (FAQs)**

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## **The Process**

- 1** The inspectors have surveyed the exterior sites of all multi-units in Concord and have compiled a list and scored each building by its exterior appearance. They will start inspecting units using this scoring system by starting with the lowest scoring buildings first.
- 2** An initial Inspection notification letter is sent to the owner's two weeks prior to the actual inspection. The owner is to notify the tenants at least 24 hours prior to inspection. A door hanger will also be put on the tenant's door notifying them of the day and time of inspection.
- 3** After the Inspector has inspected the property they will send a Notice and Order to Repair. This will list all the repairs that need to be completed to improve habitability. A re-inspection date will also be set up to ensure that repairs are completed.

## **Who needs to be present at the time of inspection?**

Someone must be present to insure access to the unit. The owner, manager and tenant are welcome to accompany the inspector. Attending the inspection benefits all parties and insures a better understanding of health and safety issues and repair expectations.

## **How long will it take for the inspection?**

Approximately 15 to 20 minutes depending on the condition of the unit.

## **What will the inspector be looking for?**

They will basically be looking for safety issues. Making sure the heating system works, gas pilot lights on the stove, mold, adequate running water, making sure there are smoke detectors and if so, do they work and have batteries etc. An exterior evaluation of the building will also be performed.



## Information & Referral

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AIDS Volunteer Resources .....	825-8580
Bay Area Crisis Nursery .....	685-8052
Emergency residence for children from ages birth to 5 yrs old	
Cambridge Community Center .....	609-8479
Child Protective Services of CC County .....	646-1680
Contact Care .....	284-2273
Contra Costa AIDS Program .....	313-6781
Crisis & Suicide Intervention .....	1-800-833-290
Crisis Center Grief Counseling .....	363-7293
The Help line .....	1-800-273-6222
Independent Living Resource .....	363-7293
Information & Referral for people with disabilities	
Community Resource Ctr. For Info & Referral .....	934-0901
Rape Crisis Center .....	798-RAPE (7273)
SSI/SSA Information .....	1-800-772-1213
Senior (60+years) Info & Referrals .....	1-800-510-2020
Teen to Teen Help line .....	945-TEEN (8336)
Utility Bill (for help).....	646-5756 (HEAP)

### ■ Food

Loaves & Fishes, Concord.....	682-7212
Lunch served from 11 a.m. – 12:45, M-F, Calvary Baptist Church, 2140 Olivera Ct	
Loaves & Fishes, Martinez .....	228-6457
Lunch served from 11 a.m.-12:45,M-F, First Baptist Church, 1802 Alhambra Ave.	

## ■ Pantries

Cambridge Community Center .....	609-8479
Hillcrest .....	686-FOOD (3663)
Salvation Army, Concord .....	676-6180 (call first)
SHARE .....	827-4273
3039 Willow Pass Rd, Concord	
St. Bonaventure's .....	5562 Clayton Rd, Tues, 10-11 a.m.

## ■ Educational Services

To enroll displaced children in school, call toll free ..... 1-800-610-9400

## ■ Public Transportation

Bart .....	676-2278
County Connection .....	676-7500

## ■ Clothing

Cambridge Community Center .....	609-8479
Hillcrest Church .....	689-0550

## ■ Legal Assistance

Contra Costa Legal Services Foundation .....	372-8209
Low-income County residents are eligible for free service	

## ■ Health

### Counseling Services

Concord Veterans Center .....	680-4526
Counseling, referrals for male & female vets and their families	
County Mental Health Services, .....	370-5000
Contra Costa Regional Medical Center	

HIV/AIDS Resources of New Connections .....	676-1601
Referrals, advocacy and service coordination	
HIV Testing/Counseling .....	313-6770
(Anonymous testing) 2355 Stanwell Cir .....	
Phoenix Program .....	685-7613
1121 Detroit Ave	
Prenatal Care Guidance Program .....	313-6178
For pregnant women and their babies to stay healthy	
FERST Resource Center .....	691-6228
Information and referral showers, laundry, etc.	

## ■ Medical Services

Contra Costa Regional Medical Center .....	370-5000
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## ■ Drug & Alcohol Services/Program

ACCESS Line .....	1-800-846-1652
Information & Referral gateway to all County subsidized treatment.	
Alano Club .....	228-3056
875 Howe Rd, Martinez	
Alcohol & Drug Abuse Council .....	932-8100
171 Mayhew Way #101, Pleasant Hill	
Concord Fellowship .....	680-6061
1591 Broadway, Concord	
New Connections .....	By appt 676-1601
Shennum Center Detox .....	676-2580

## ■ Employment Services

Commercial Support Services .....	825-5665
Job services for adults with developmental disabilities.	
Employment Development Department .....	602-1520 Pleasant Hill
833-0721 San Ramon	

Independent Living Resource .....	363-7293
Phoenix Enterprises .....	674-9610
Private Industry Council .....	798-2002
Rubicon .....	510-235-1516
St. Vincent de Paul of Contra Costa .....	439-5060

■ **Housing**

**Temporary Emergency**

Battered Women’s Alternatives .....	1-888-215-5555
Shelter for female victims of domestic violence, 24 hrs daily	
Bay Area Rescue Mission .....	510-215-4868 Men/1-800-808-6444
Homeless Referral Line .....	1-800-808-6444
Northern California Family Center .....	370-1990
Emergency housing for runaways ages 9-17 who are not on probation or with a warrant for arrest.	
Housing Rights, Inc. ....	1-800-261-2298
Mountain View House .....	228-6920
St. Vincent’s Family Emergency Relief .....	691-6228

■ **Families on TANF**

If on TANF, please contact your eligibility worker. For information on benefits, please call 313-7987

■ **Financial Assistance with Funds for Permanent Housing**

Rubicon .....	510-235-1516
Shelter Inc. ....	827-3598 x123
South Co. ....	803-0188



## Safe at Home

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A small 9-volt battery is one of the best precautions you can take against the dangers of smoke and fire.

Every year, fire kills more than 4,500 Americans and injures another 29,000. That's an alarming statistic, but even more shocking is the fact that most of these deaths could have been avoided.

### **Smoke detectors save lives.**

A working smoke detector is your early warning system and doubles your chances of surviving a fire. That's why in most areas, smoke detectors are required by law. They can mean the difference between getting out of a fire or becoming its victim.

But to make that difference, smoke detectors must work. To make smoke detectors as effective as they are meant to be:

Check the batteries often – A battery-powered smoke detector is only as effective as its batteries. Check yours frequently, at least once a month, and put in new batteries at least once a year.

Check the detector – Not even smoke detectors work forever. Test yours to make sure they are still in good working condition. Replace any that are 10 years or older.

### **In case of fire.**

Don't panic. If fire does break out, it's best to stay calm and take advantage of your preparations. Remember to:

### **Put out small fires**

Use your fire extinguishers to douse small wood, chemical, electrical or grease fires. If a kitchen fire is burning in a stovetop pan, cover it with a lid and turn off the heat source. If a fire occurs in your oven, keep the door closed.

## **Get out of the house**

Don't take any chances. When a small fire can't be put out quickly, our goal is to get everyone out of the house fast. Follow your escape plan and make sure everyone is safely out.

## **Call 911 or your fire department**

Get to a neighbor's home and use their phone to call for help.

## **Check your path**

Before opening any doors, check the door's temperature with the back of your hand. If the door is warm to the touch, then fire and smoke are likely to be behind the door. Use the alternate exit out of the room. If the door is still cool, chances are good your path is clear. Open the door slowly and move out if your path is clear.

## **Keep low to the ground**

Heat and smoke rise. Remember to stay low while making your escape, crawling on your hands and knees is your safest method.

## **Close all doors and windows**

Be sure to close any windows before opening a door, and close all doors behind as your leave. This helps suffocate and slow the spread of the fire.

## **Stay out**

Once everyone is safely out of the house, go to your planned meeting place and stay there. Let firefighters know immediately if someone is missing. Make sure no one returns for pets, toys or any valuables.



# Mold / Mildew

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## What is mold?

Molds are fungi. Their tiny particles are present everywhere – in indoor and outdoor air. Molds are very common in buildings and homes and will grow anywhere there is moisture. Mold growth is encouraged by warm and humid conditions. Indoors they can be found where humidity levels are high, such as showers and kitchens. No one knows how many species of fungi exist but estimates range from tens of thousands to perhaps three hundred thousand or more.

## What types of mold are most commonly found indoors?

Household molds come in a rainbow of colors, including red, pink, green, blue-green, brown and black. The most common indoor molds are Cladosporium, Penicillium, Aspergillus, Alternaria, and Mucor. The only toxic molds found in homes are two species of black mold, Stachybotrys and Memmoniella. Of the two, Stachybotrys is the most common.

## Where does mold grow?

Mold will grow in places where leakage may have occurred such as in roofs, pipes, walls, plant pots, or in humid areas such as bathrooms and kitchens.

## How can I tell if there's mold in my home?

Look for visible mold growth (may appear cottony, velvety, granular, or leathery and have varied colors). Mold often appears as discoloration, staining, or fuzzy growth on the surface of furnishings or building materials.

Search areas with noticeable mold odors. Mildew has been described as pungent, or “aromatic.”

## **How can I help prevent mold?**

Water is the key. Without it, molds can't get started, much less spread. The easiest way to prevent the mold from gaining a foothold is to control dampness. When water is left to sit for even 24 hours, common molds can take hold. Mold growth can be slowed by keeping humidity levels below 40% and ventilating showers and cooking areas. Other ways to slow mold growth are:

- Use your exhaust fan in bathroom and kitchen
- Clean bathrooms with mold killing products
- Add mold inhibitors to paints before application

## **How can I rid my home of mold?**

Most important is fixing whatever it is that is causing the damp conditions. Ventilating the home by opening windows, using exhaust fans, moving furniture out from walls to allow the walls to breathe and cleaning condensation off windows will help to prevent mold from growing. Areas can be cleaned with bleach and water to kill any mold growths.



# Earthquake Survival

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## **Family Plan**

Safest places to go during an earthquake.

Do they know where to meet if you are separated?

## **Supply Storage**

Flashlights, portable radios, first aid kits and other emergency supplies are essential after earthquakes and other disasters, but only if you can get to and use them.

## **First Aid Training and Supplies**

Are you first aid ready? Many people are unaware that they might be on their own for the first 72 hours or more after a major disaster.

## **Duck, Cover and Hold**

Learn what to do during an earthquake whether you're at home, work or school. Taking the proper actions can save lives and reduces your risk of death and injury.

## **Car Kit and Office Kit**

No one knows whether he or she will be at home, at work or on the road when a disaster strikes. As a result, you might have to use alternate driving routes, abandon your car, walk home, or remain where you are.

## **Emergency Survival**

After a major disaster, it won't be business as usual. Banks and ATM's may be close. Include in your disaster kit a sufficient amount of cash to get you through the emergency period.

## **Camping out Earthquake Style**

An earthquake larger than the magnitude of 6.7 Northridge trembler in 1994 might severely damage utility systems, including gas lines, forcing you to live and cook outdoors for several days.

Prepare NOW! Include outdoor cooking and camping supplies in your emergency kit.

## **Focus on Children**

Damaging earthquakes and their aftershocks can rattle the nerves of adults and children. You can't do anything to prevent earthquakes and aftershocks, but you and your children can work together to prepare for the next earthquake.

Encourage your children to participate in disaster preparation.

## **Learn Not to Burn**

Strong tremblers can trigger fires.

Having a good fire extinguisher and knowing how to properly use it before an earthquake or a fire can help save your home and life.

## **Emergency Lighting**

Every home should have emergency flashlights and spare batteries.

Everyone in the home should know where the flashlights are.

## **Gifts of Life**

Are you having trouble deciding what to get a family member, friend or coworker for the holidays or an upcoming birthday? A survival gift may be the answer, especially for someone who hasn't already bought or assembled his or her own emergency preparedness kit.

## **Storing Water**

Plan to have about four (4) gallons of water per person. This is

about a week's worth for drinking. Bathing, washing and cleaning earthquake damages will take even more.

## **How to Purify Water**

Boil vigorously for 1-3 minutes. To improve taste, pour from one container to another several times.

Purification tablets are available at any drug store. Follow the directions. **BUY THEM NOW!**

Bleach purification. Liquid bleach can be used but it must contain hypochlorite, preferably 5.25% (unscented)

## **Earthquake Survival**

Water can be stored in plastic jugs. Unscented bleach jugs work well – don't rinse them – the bleach will work as a purifier.

You must change the water every six (6) months.

After the quake, if you have water pressure, fill the bathtub and/or other containers. However, water from the tap could be contaminated after a quake. It must be purified before use.

### **Auto Pack**

- Back Pack
- Out-of-state contacts
- Comfortable shoes
- Fire Extinguisher
- Local Maps
- First Aid Kit
- Towelettes
- Whistle
- Tube Tent
- Toilet Bags
- AM Radio
- Knife
- Blanket
- Water
- Food Bars
- Flashlights
- Rain Gear

***STAY CALM • KEEP BUSY • HELP OTHERS***



## Protect your family from lead poisoning

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If you suspect that your house has lead hazards, you can take some immediate steps to reduce your family's risk:

- If you rent, notify your landlord of peeling or chipping paint.
- Clean up paint chips immediately.
- Clean floors, window frames, windowsills, and other surfaces weekly. Use a mop or sponge with warm water and a general all-purpose cleaner or a cleaner made specifically for lead.  
***REMEMBER: NEVER MIX AMMONIA AND BLEACH PRODUCTS TOGETHER SINCE THEY CAN FORM A DANGEROUS GAS.***
- Thoroughly rinse sponges and mop heads after cleaning dirty or dusty areas.
- Wash children's hands often, especially before they eat and before nap time and bed time.
- Keep play areas clean. Wash bottles, pacifiers, toys and stuffed animals regularly.
- Keep children from chewing windowsills or other painted surfaces.
- Clean or remove shoes before entering your home to avoid tracking in lead from soil.
- Make sure children eat nutritious, low-fat meals high in iron and calcium, such as spinach and low-fat dairy products. Children with good diets absorb less lead.

## The National Lead Information Center

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Call **1-800-LEAD-FYI** to learn how to protect children from lead poisoning. For other information on lead hazards, call the center's clearinghouse at **1-800-424-LEAD**. For the hearing impaired, call **TDD 1-800-526-5456** (Fax: **202-659-1192**, Internet: **EHC@CAIS.COM**)



## Water Heater Safety

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A gas water heater may look benign, but if improperly installed or maintained it is potentially very dangerous. Every year in the US, a few water heaters explode, leak deadly exhaust gas or cause fires with devastating results. Following are several general steps that can be taken to help prevent this from happening to you. (For specific installation requirements for your unit, please consult your local building authority.)

- All paper, accumulated dust or other combustibles should be removed from the water heater enclosure.
- Never store combustibles close by.
- Extinguish the pilot light before using flammable liquids or setting off aerosols near the unit.
- If the water heater is in a garage, the unit is required to be elevated so the pilot light is at least 18 inches above the floor.
- If the unit is installed in a location where it may be subject to vehicle impact, it should be protected by an approved barrier (e.g., garage, driveway, etc.).
- An improperly functioning exhaust flue can leak deadly exhaust gases. The exhaust flue should slope upward, have no breaks or gaps and be free of any obstructions. Additionally, the unit's downdraft diverter must be properly installed at the base of the flue on top of the water heater.
- An approved temperature/pressure-relief valve (TPR valve) should be installed on the unit. This faucet-like device is mounted on the top, or near the top of the side of the water heater. Excessive temperature or pressure can cause a water heater to explode. A properly installed and functioning TPR valve will relieve pressure and prevent a steam explosion.
- An approved metal discharge pipe should be installed on the TPR valve. This pipe should point down and extend to within six inches of the floor.

- If installed inside a home, an approved catch pan should be placed below the unit. This will help prevent damage to the home if the water heater leaks. These pans are commercially available.
- The water heater should be securely strapped to help prevent the unit from falling over during an earthquake. Commercially available strapping kits should include metal straps, brackets, hardware and instructions.
- Consider installing an automatic gas-shutoff valve on your gas system. The valve, which costs around \$300, prevents fires when a gas line breaks due to flood, earthquake or other disaster by automatically shutting off the flow of gas. Some utility companies will install one and let you pay it off monthly.



# Apartment Security

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## Apartment owners/managers

If your building's parking places are numbered the same as the apartments, we suggest that you change them to prevent someone being able to tell that an apartment may be empty because a car is gone from its parking place.

## Apartment security

Apartment living is a community of strangers under one roof. Opportunities for criminal activity tend to increase in apartments when certain conditions are present.

Residents should review the following suggestions designed to help apartment dwellers overcome hazards and prevent criminal activity. By actively pursuing these simple suggestions you can increase overall security for both you and your apartment.

## Crime prevention tips for apartment dwellers

- Have the police emergency telephone number available next to your phone for immediate use – 911.
- Key control is absolutely essential. Keep keys in your possession. Don't place them under mats, over doors, in mail-slots or in any other obvious place.
- The downstairs main entrance door is not guaranteed protection against intruders, it is merely the first line of defense. Install a dead-bolt lock on your apartment door as well as a wide-angle viewer (peephole) for proper security.
- Never allow strangers to enter your building or apartment without proper screening. Refer salesmen, solicitors, information seekers, etc., to the manager.
- Use the intercom system wisely if available. If you do not know the person or persons who rang your bell, do not "buzz" the door for them to enter your building. Cooperate with all

other tenants in keeping the outer main doors locked.

- Do not permit strangers to enter the building when you are leaving or entering. The main entrance front door is a critical area for security.
- There must be a building policy in force that requires all non-residents to be screened outside the main entrance door by the tenant who is being visited prior to any type of access.
- Do not provide any non-residents with easy access as you enter or leave the building.
- If you are a woman living alone, do not place your full name on the identification slot or in the telephone directory. Use first and middle initials. Example – “M. Smith rather than “Mary Smith”.
- Don’t leave notes for the paperboy or building manager advertising your absence. Stop deliveries while on vacation.
- Observe elevator interior before entering. Wait until the next elevator if you are uncertain of any occupancy.
- Females riding the elevator alone should always stand near the control panel. If accosted, press all buttons.
- If a suspicious person enters the elevator, exit before the door closes.
- Before exiting from the elevator, observe the corridor for suspicious activity.
- Avoid using the Laundromat in your apartment complex by yourself. Team up with a neighbor.
- A key cylinder should be changed within the lock if keys are lost and they clearly identify the location of your building or apartment.
- The key cylinder should also be changed if the apartment was formerly occupied and you are the new tenant.
- Always double check doors and access windows before leaving your apartment. Make certain they are locked.
- Utilize a timer for lamp or radio to give your apartment an occupied sound or look.
- Develop a buddy system or apartment alert system with your

neighbors in the apartment house to help protect each other's property.

- A well-organized and active tenant association would be most helpful.
- Notify the building manager if you leave for an extended vacation. Periodic checks can be made to protect your apartment.
- Report suspicious strangers, sounds or actions to police immediately. Call 671-3333 first. Then notify the building manager or your friends.

The reduction of crimes committed against apartments and apartment dwellers must be a cooperative effort. The residents, management, maintenance staff and police working together is the only sensible answer.

Getting to know the other tenants in your apartment complex is really important. After you have met them, make a personal list for future use.

### **911-for Fire, Police, Medical emergencies**

**But please remember, 911 is an emergency number only.**

**For non-emergency calls in Concord to Police dial 671-3232.**

## **Vehicle Security for Apartment Residents**

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Your car can be stolen anywhere, but it is most likely to happen at night in a poorly lighted area.

Good lighting can also prevent car burglaries as well as the theft of gas and batteries.

If your parking area isn't well lit, encourage the owner/manager to take care of it as soon as possible.

When you park your car, be sure that the doors and windows are locked. Don't leave valuable items in plain view. Install a locking gas cap.



# Fair Housing: Freedom in the Choice of Housing for Everyone

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## Housing Rights, Inc.

Housing Right Info-Line

1-800-261-2298

### Services We Provide:

- Fair Housing Counseling: discrimination investigation and assistance
- Mediation of FH disputes
- Information and referral to other housing agencies
- Public education workshops for tenants and for landlords
- We distribute a wide variety of written materials on fair housing and related topics.
- In addition, for the cities of Albany, Concord, Emeryville, Piedmont and Richmond:
  - Tenant/Landlord counseling
  - Tenant/Landlord mediation
  - Small Claims court assistance

### MISSION STATEMENT

Housing Rights, Inc. works to eradicate housing discrimination and to promote understanding by tenants and landlords of their rights and responsibilities through outreach, investigation, mediation, education and enforcement of fair housing laws.

*"Injustice anywhere is a threat to justice everywhere."  
Letter from Birmingham Jail,*

*-Martin Luther King Jr.*

**Please call us if you have a question. If we don't have the answer we will try to get one for you!**

We serve residents of the Cities of Albany, Concord, Emeryville, Berkeley, Oakland (child discrimination only) Piedmont and Richmond.

## YOU CAN HELP!

Join us in fighting housing discrimination. Please call today. Your contribution of time, money and ideas will help us reach our goal.

*If you think you may have been discriminated against or if you are a housing provider and are concerned about your current policies please give us a call.*

**Housing Rights, Inc.**  
**Housing Rights Info Line 1-800-261-2298**  
Intake hours: 10:00 a.m. to 2:00 p.m.  
Monday through Friday

Mailing Address:  
P.O. Box 12895  
Berkeley, CA 94712

Administration Phone numbers  
510-548-8776  
Fax – 510-548-5805  
E-mail: [hrights@pacbell.net](mailto:hrights@pacbell.net)

Berkeley/Albany/Emeryville/  
Piedmont/Oakland office:  
2718 Telegraph #100  
Berkeley, CA 94712

Housing Rights – Concord  
St. Vincent de Paul  
2691 Monument Blvd  
Concord, CA 94520  
925-682-1942

Housing Rights – Richmond:  
MLK Community Center  
360 Harbor Way  
Richmond, CA  
510-232-2099  
510-548-8776

# Conditions That Make a Rental Unit Legally Uninhabitable

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A dwelling may be considered uninhabitable (unlivable) if it substantially lacks any of the following:

- Effective waterproofing and weather protection of roof and exterior walls, including unbroken window and doors.
- Plumbing facilities in good working order, including hot and cold running water, connected to a sewage disposal system.
- Gas facilities in good working order.
- An electric system, including lighting, wiring, and equipment, in good working order.
- Clean and sanitary buildings, grounds, and appurtenances (for example, a garden or a detached garage) free from debris, filth, garbage, rodents, and vermin.
- Adequate trash receptacles in good condition.
- Floors, stairways, and railings in good repair.

In addition to these requirements, each rental unit must have all of the following:

- Working toilets, wash basin, and bathtub or shower. The toilet and bathtub or shower must be in a room, which is ventilated and allows privacy.
- A kitchen with a sink that cannot be made of an absorbent material such as wood.
- Natural lighting in every room through windows or skylights. Windows in each room must be able to open at least halfway for ventilation, unless a fan provides mechanical ventilation.
- Safe fire or emergency exits leading to a street or hallway. Stairs, hallways, and exits must be kept litter-free. Storage areas, garages, and basements must be kept free of combustible materials.

# Limitations on Landlord’s Duty to Keep the Rental Unit Habitable

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Even if a rental unit is unlivable because of one of the conditions listed in “legally uninhabitable” section, a landlord may not be legally required to repair the condition if the tenant has not fulfilled the tenant’s own responsibilities.

Tenants must do all of the following:

- Keep the premises “as clean and sanitary as the condition of the premises permits.”
- Use and operate gas, electrical and plumbing fixtures properly. (Examples of improper use include overloading electrical outlet; flushing large, foreign objects down the toilet; and allowing any gas, electrical, or plumbing fixtures to become filthy.)
- Dispose of trash and garbage in a clean and sanitary manner.
- Not destroy, damage, or deface the premises, or allow anyone else to do so.
- Not remove any part of the structure, dwelling unit, facilities, equipment, or appurtenances or allow anyone else to do so.
- Use the premises as a place to live, and use the rooms for their intended purposes. For example, the bedroom must be used as a bedroom, and not as a kitchen.

However, a landlord may agree in writing to clean the rental unit and dispose of the trash.

**Housing Rights – 1-800-261-2298**  
**Multi-Family Inspection Program – 925-671-3454**



## Inspecting Your Rental Unit

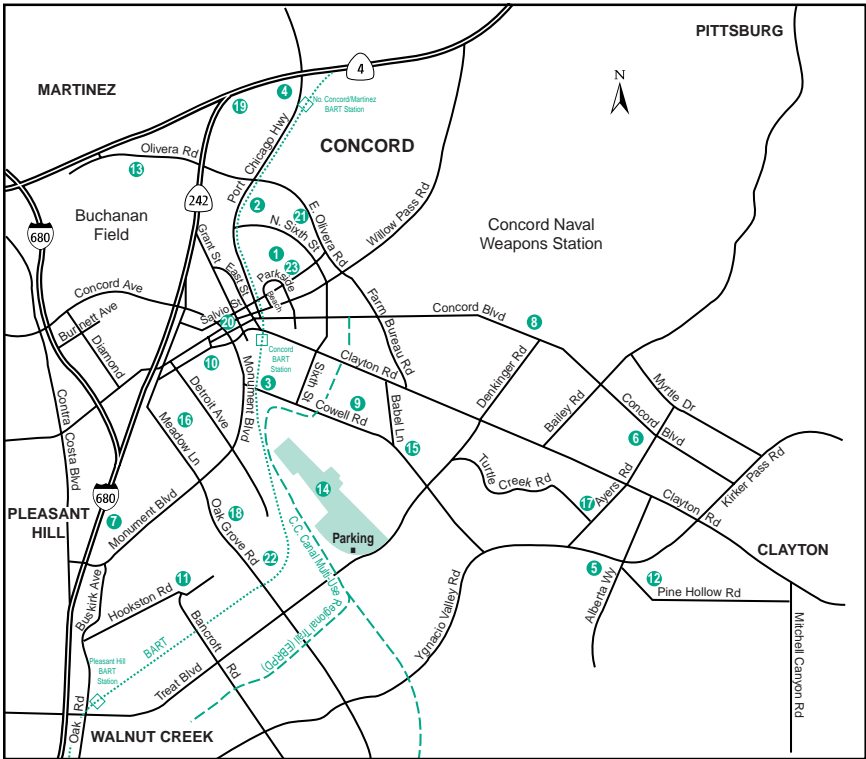
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When you inspect the rental unit, look for the following problems:

- Cracks or holes in the floor, walls, or ceiling.
- Signs of leaking water or water damage in the floor, walls, or ceilings.
- Signs of rust in water from the taps
- Leaks in bathroom or kitchen fixtures
- Lack of hot water
- Faulty stove/oven
- Inadequate lighting or insufficient electrical outlet
- Inadequate heating or air conditioning
- Inadequate ventilation or offensive odors
- Defects in electrical wiring and fixtures
- Damaged flooring
- Signs of insects, vermin, or rodents
- Accumulated dirt and debris
- Inadequate trash and garbage receptacles
- Chipping paint in older buildings. (Paint chips sometimes contain lead, which can cause lead poisoning if children eat them. If the building was built before 1978, you may want to read the booklet, “Protect Your Family From Lead in Your Home,” which is available by calling 1-800-424-LEAD).
- Signs of asbestos-containing materials in older buildings, such as flaking ceiling tiles, or crumbling pipe wrap or insulation. (Asbestos particles can cause serious health problems if they are inhaled).

Also, look at the exterior of the building and any common areas, such as hallways and courtyards. Does the building appear to be well maintained? Are the common areas clean and well kept?

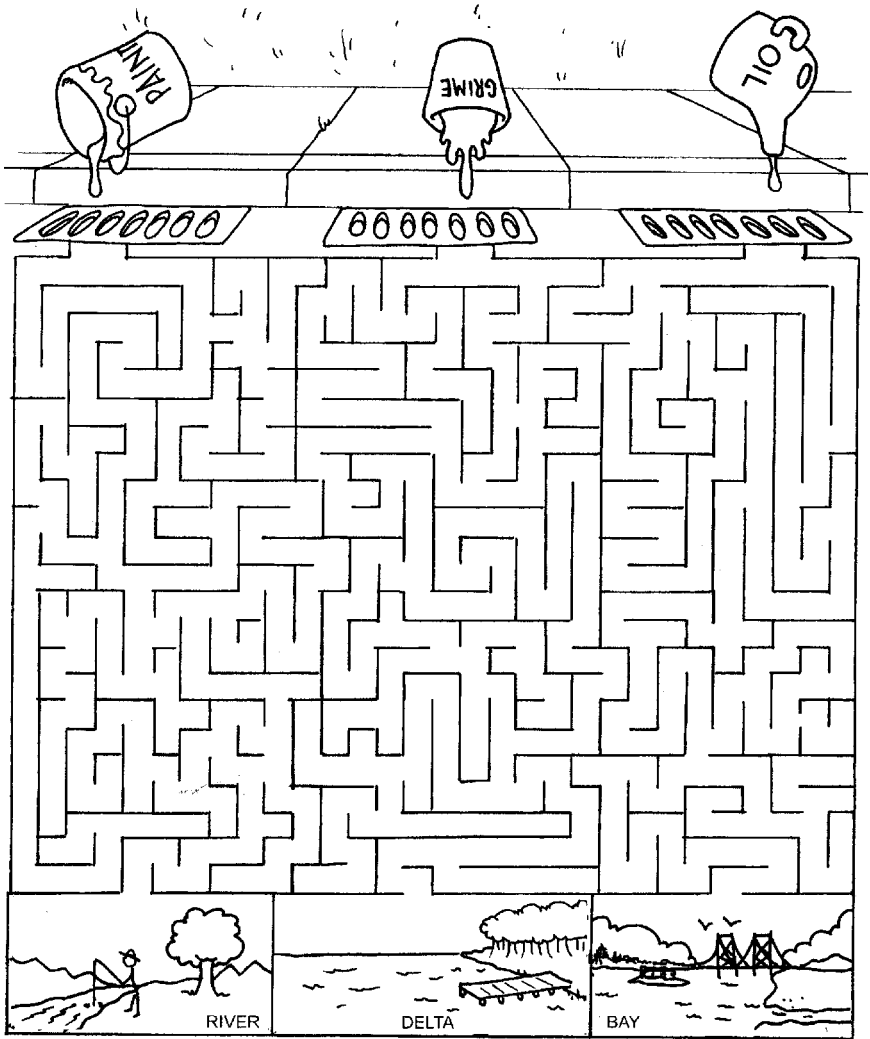
# Concord Parks Guide



- |                             |   |
|-----------------------------|---|
| 1 John F. Baldwin Park      | 14 Lime Ridge Open Space  |
| 2 BART Linear Park          | 15 Markham Nature Park and Arboretum  |
| 3 BART Park                 | 16 Meadow Homes Park  |
| 4 Bayview Circle Park       | 17 Newhall Community Park   |
| 5 Boatwright Sports Complex | 18 Rick Seers Neighborhood Park   |
| 6 Brazil Quarry Park        | 19 Sun Terrace Park   |
| 7 Cambridge Park            | 20 Todos Santos Plaza   |
| 8 Concord Boulevard Park    | 21 Willow Pass Community Park   |
| 9 Concord Community Park    | 22 Ygnacio Valley Park  |
| 10 Ellis Lake Park          | 23 Leisure Services Admin. Offices/Park Reservations<br>2974 Salvio Street<br>Phone: (925) 671-3413 |
| 11 Len Hester Park          |   |
| 12 Highlands Park           |   |
| 13 Hillcrest Community Park |   |

# Maze For Kids

Follow the maze and find out where used motor oil, paint and grime go if you dump them down the gutter or storm drain.



# Important Telephone Numbers

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## Police, Fire, or Medical

In case of Emergency call.....911

**Fire** – Non emergency ..... 930-5500

**Police** – Non-emergency Assistance ..... 671-3220

## State of California

(General Information) ..... (916) 322-9900

## Bay Area Air Quality Management

(To lodge a complaint about an odor, excess smoke, dust or fallout, call toll free 24 hours a day).....1-800-334-ODOR

## City of Concord

Multi-Family ..... 671-3454

Neighborhood Preservation, 24-hour Complaint Line ..... 671-3282

Housing Rights, Inc. .... 1-800-261-2298

Recycling ..... 671-3085

Street Repairs/Spill/Obstructions ..... 671-3050

Shopping Cart Hotline ..... 671-5080

Graffiti Hotline ..... 671-3080

Spanish Speaking Hotline ..... 671-3113

Leisure Services ..... 671-3329

Senior Citizens Center ..... 671-3320

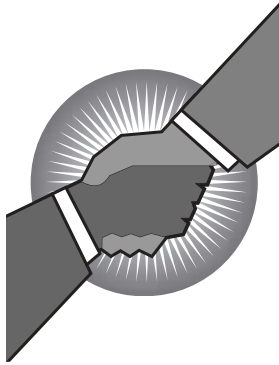
## Contra Costa County

Animal Control ..... 646-2995

Conflict Resolution Panel ..... 798-6132

Hazardous Material ..... 646-2286

Environmental Health Department ..... 646-5225



Hamid Pouya  
Director of Building &  
Neighborhood Services

For more information  
or questions about the program  
call (925) 671-3075

**City of Concord**  
Partnering with the community  
in providing quality housing  
in the City of Concord