



TOWN OF CONWAY

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Town Of Conway Rental Property Inspection Program – Pre-Launch Timeline

May 2025

- **Draft Inspection Checklist**
 - Based on housing/building codes: smoke detectors, plumbing, HVAC, egress, pests, etc.
 - Include structure, electrical, and occupancy requirements.
- **Draft Registration Form**
 - Include fields for property owner info, property address, number of units, tenant info, etc.
 - Decide on fees (if any), renewal cycles, and deadlines.

May 2025

- **Internal Review & Stakeholder Input**
 - Share draft materials with town departments (legal, code, fire, etc.).
- **Establish Online Permitting**
 - Create an online portal or prepare printable forms.
 - Ensure a back-end process for staff to track compliance and schedule inspections.

June 2025

- **Finalize Program Documents**
 - Inspection checklist, registration form, FAQs, compliance guide.
- **Training for Inspectors**
 - Train staff on inspection criteria, documentation, and tenant/owner communication.
- **Develop Enforcement Protocols**
 - Fines, re-inspections, repair deadlines, and tenant protections.

July 2025

- **Publicize Application & Checklist**
- **Soft Launch & System Testing**
 - Test online registration with a few volunteer landlords.
 - Perform mock inspections to ensure the checklist and workflow are functional.

August 2025

- **Public Education Campaign**
 - Final reminder notices to owners/property managers.

Program Launch

September 1, 2025

- **Registration Opens**
 - Landlords begin submitting registration applications.

December 31, 2025

- **Compliance Deadline**
 - All applicable rental properties must be registered, and (if required) inspections are scheduled or completed.