



# Chautauqua Institution Rental Property Standards

## Code Requirements

- Rental Properties must comply with all Health Department and Building Code and Regulations: Federal, State, Local, and Chautauqua Institution.
- Specific questions should be directed to the Town of Chautauqua Building Office; 716.753.7342, Opt. 5

## Building Exterior

- **Leaks** - No building exterior leaks or leaks from building equipment
- **Gutters** and downspouts, if present, shall be maintained and free from obstructions
- **Maintenance** - Water damage, termite damage, rot, and mold, corrected promptly
- **Repairs** - Loose siding panels, cracks, holes repaired promptly
- **Windows** within 6' of ground or adjacent to fire escapes are highly recommended to have locks
- **Ingress and Egress** - Entry doors and exterior stairs shall have at least one-night light
- **Outdoor Carpeting** shall be secured to avoid tripping hazard
- **Exterior trash and recycling bins** must be provided to hold trash until pickup

## Building Interior

- **Electrical** - Extension cords shall not be used between rooms or crossing traffic areas. Flashlights (not candles) shall be available to tenants in case of power outages. Extension cords should never be daisy-chained. It is recommended one (1) extension cord be used at desired length needed. Surge Protector strip is recommended if extra receptacle(s) are needed.
- **Windows and Doors** - It is highly recommended that each separately rented unit shall have an entry lock. Sleeping rooms shall have a privacy door or curtain unless otherwise disclosed in advertising. A minimum of one window in each bedroom must be an egress; NY State building code in section 310.1 and section 310.2. This code only applies to residents that are remodeling or new construction.
- **Detectors** - A smoke detector must be placed in ALL bedrooms or enclosed sleeping areas, including enclosed porches. As detectors are replaced or new ones are added, by NYS law, smoke detectors are required to be 10-year sealed battery units. There must be a minimum of 1 carbon monoxide detector placed on every level if there a gas line coming to the property. If any room has a fuel fired (using any type of fossil fuel, i.e. Fireplace) there must a carbon monoxide detector placed in that room.
- **Fire Safety** - Rental properties are required to have a fire extinguisher **at every exit and in kitchens or room where a cooking appliance exists**. All properties must have a minimum of two means of egress. A fire escape plan must be posted in each unit.
- **Floors** - Tripping hazards (loose carpeting, tile, or floor level changes) shall be eliminated or well-marked.
- **Common Area Lighting** - All common areas including stairs shall always be equipped with lighting turned on if not tenant or light sensor controlled.
- **Kitchens** - Must contain a sink, refrigerator, cooking appliance, easily cleanable counter space, dishcloth/sponges, towels, and adequate lighting except as otherwise advertized. In addition, a kitchen must have enough dishes, flatware for the number of maximum occupants advertized, oven mitts/potholders, broom and dustpan or vacuum cleaner.
- **Bathrooms** - A **Half Bath**: Must have a toilet, sink, general and task lighting, and ventilation through an outside window (with privacy curtain) or by exhaust fan vented to the outside of the house. It is prohibited to vent an exhaust fan to an attic or stud space. A **Full Bath**: Must additionally include a shower, tub, or combo unit, a towel bar, or hooks, and unless advertised otherwise supplied with wash cloths and towels suitable for the maximum stated occupancy. An easy to clean, water or moisture proof flooring is highly recommended.
- **Bedrooms** - Mattresses on a frame and linens enough for the maximum advertized occupancy must be provided - sofa beds, futons and occupant supplied linens are acceptable if so described in the property advertisement.
- **Reservation** - Advance paid reservations, property owners **must provide a contract or written confirmation** including date/time of arrival and departure as well as cancellation terms **and indicating that Chautauqua Institution gate and parking passes must be purchased separately**. (<http://chq.org/plan-your-visit/buy-tickets>) *It is strongly recommended that you encourage advance gate and parking pass purchase to ease the arrival experience and so that guests can receive advance arrival communications from Chautauqua Institution to help better plan for their visit.*
- **Emergency** - Posted in a prominent space should be 1) an Emergency Contact List (Owner/management company, Emergency 911, Fire Dept, Police Dept, Poison Control, On Grounds Clinic, National Fuel (gas leak), Health Dept, Plumber, Electrician, etc.) for use should the owner or property manager cannot be reached, and 2) Emergency Egress Plan
- **Chautauqua Guidelines** - *Living in Chautauqua* should be located within each rental unit
- **Handicapped Accessibility** - must not be advertised unless the property meets **ALL Americans with Disabilities Act** regulations for vacation/overnight rental accommodations.
- **Non-Compliance of CI Property Rental Standards** - All rental properties are expected to meet CI standards and comply with all local, state and federal code, and consequence for non-compliance will be commensurate with the severity of the violation (e.g. not every violation would warrant dismissal from the accommodations program), all violations will be given a maximum of three notices per violation occurrence to correct the violation prior to dismissal.
- **Fair Housing/No-Discrimination Law** - Chautauqua Institution complies with federal, state, and local fair housing laws to ensure all individuals have equal housing opportunities. New York State Human Rights Law prohibits unlawful discrimination by housing providers or lenders based on protected characteristics, including race, creed, color, national origin, sex, age, disability, marital status, military status, family status, sexual orientation, and gender identity. Complete details on state law available online at New York State Division of Human Rights: <https://dhr.ny.gov/>