



Multifamily Rental Housing (MRH)

General Information

Overview

All Multifamily Rental Housing (MRH) properties in the City of Sandy Springs are required to complete annual inspections to ensure properties remain safe, well-maintained, and compliant with city standards.

What is Multifamily Rental Housing?

Multifamily Rental Housing (MRH) consists of properties that have three or more rental units. These include apartments, senior living, independent living, boardinghouses, rooming houses, group homes, and flats.

What Inspections Are Required?

REQUIRED INSPECTIONS	FREQUENCY
City of Sandy Springs Inspections (Performed by the City)	
Fire Marshal	Annual
Code Enforcement	Annual
Third Party Inspections (Hired by Property Owner/Manager)	
Certified Building Inspector (CBI) – Unit	Annual
Certified Building Inspector (CBI) – Attic	Annual
Fire Alarm System	Annual
Fire Suppression System	Annual
Private Fire Hydrant	Annual
Fireplace & Chimney Inspector	Annual
Mechanical Trade Inspector *	5 Years
Electrical Trade Inspector *	5 Years
Plumbing Trade Inspector *	5 Years
Property Owner Inspections (Or by Third Party)	
Dry Vent Cleaning Log	Annual

Refer to your **Annual MRH Inspection Summary** for required inspections each year.

*Refer to MRH website for required inspection years

When are the Deadlines?

- December 31st:** - 100% of all **initial inspections** must be completed.
- March 31st:** - 100% of all **final inspections** must be **passed** to receive your annual MRH Compliance Certificate.
- Deadline to apply and receive your

Property Manager Next Steps:

- Create an online account using your **personal email** (i.e.: your.name@ABC-apt.com)
- Create your personal **Contact Registration** on the online portal using your personal account.
- Register for the annual **Property Manager Certification** training through the MRH website (required each year).
- Any new **Property Manager** **needs to email the City** to notify them what property they manage.

MRH Property Next Steps:

- Create an online account using a **common property email** (i.e.: Info@ABC-Property.com)
- Register for the **Annual MRH Inspection Summary** through the online portal using the common property email account.
- Any **change in ownership** requires a new Business License within 30-days of operation

Resources:

Email: MRH@sandyspringsga.gov
Phone: (770) 730 – 5600

MRH Website:



Online Portal:

