

In a community of less than 15,000, future revisions to the code can be made if the City feels that certain items seem to be bringing too many appeals and if it is determined that such revisions would be in the best interest of the City, Property owner(landlord) and/or tenants.

Before the City would consider revising the Code, it is recommended that the City consult with the City Attorney regarding such a matter.

All of these inspection issues/time frames will be worked out between the City and the Area 15 RPC Inspectors.

Once the Ordinance has been passed, the City enters into a Contractual Agreement with the Area 15 Regional Planning Commission and a *ninety (90) day grace period* is initiated for registration of rental properties. During this ninety day window, the RPC staff will work closely with the City Code Official in working out the 'mechanics' of initial rental property inspections.



Area 15 Regional
Planning Commission

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Planning For
Better Communities



Planning For Better
Communities

RENTAL
HOUSING
INSPECTION
PROGRAM



Area 15
Regional
Planning
Commission

Rental Housing Inspections

The Area 15 Regional Planning Commission established a Rental Property Inspection program in 1999 based upon interest for these services from several small neighborhood communities.

The Area 15 RPC recommends that cities adopt the **International Property Maintenance Code** for RENTAL PROPERTIES ONLY.



General Provisions of this program are:

- Rental Property is any dwelling occupied by someone other than the registered owner, including, but not limited to immediate family members of the registered owner.
- All rental properties must be registered with the City. A dwelling only has to be registered once as long as property owner (landlord) does not change.
- A Certificate of Occupancy must be issued for each dwelling unit in order for it to be occupied.
- Property inspections are required for all residential rental properties within the City limits.
- Inspections will be required at least once every three years for each residential unit.
- Additional inspections may be required to address deficiencies or in response to complaints received by the City.

Because this program is new to the community, landlords, and tenants, the first round of inspections (the initial inspections in the three year cycle for issuance of rental permits) is flexible and tolerant of some deficiencies. It is up to the City to determine how stringent they want to be in regard to the establishment of time limits/time frames for making certain rental property corrections

If deficiencies are noted, a time limit will be given to the Property Owner (Landlord) to make the necessary corrections. These time limits may vary depending on the type of repair and time of the year (i.e. re-roofing a housing unit in January is normally infeasible) the deficiency is noted.

Some deficiencies may be viewed as “incipient” violations which could mean that the item is not required to be done immediately but will need to be completed by the next round of inspections (three years).

NOTE: The following FEE SCHEDULE shows only the fees charged by Area 15 RPC for its inspection services. The City will establish their own registration/fee schedule upon adoption of a Rental Property Code.

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AREA 15 REGIONAL PLANNING COMMISSION RENTAL HOUSING INSPECTION FEE SCHEDULE

General Inspections:

Single Family Dwellings	\$50.00
Duplexes (both rentals)	
First Unit	\$50.00
Second Unit	\$50.00
Duplexes (one unit owner-occupied)	
Rental Unit	\$50.00
Multiple Dwellings (3-plex, 4-plex, etc.)	
First Unit	\$50.00
Each additional unit	\$10.00
Rooming Houses	
First Unit	\$15.00
Each Additional Unit	\$ 5.00

Re-Inspections for deficiencies:

Single Family Dwellings	\$35.00
Duplexes (both rentals)	
First Unit	\$35.00
Second Unit	\$10.00
Duplexes (one unit owner-occupied)	
Rental Unit	\$35.00
Multiple Dwellings (3-plex, 4-plex, etc.)	
First Unit	\$35.00
Each additional unit	\$10.00
Rooming Houses	
First Unit	\$15.00
Each Additional Unit	\$ 5.00

Unscheduled Complaint Inspections:

Per Unit:	\$50.00
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Other Fees:

Attendance to any meetings to report on or provide information in regard to inspection activities: \$50.00/meeting+milage