

RENTAL UNIT REGISTRATION AND INSPECTION PROCEDURE

1. The Landlord is responsible for calling to schedule the required yearly inspection.
2. A reminder letter and registration form will be sent to the Landlord around February of each year. The Landlord must fill out the form for each rental unit owned and return it to the Housing Office with a payment of \$75.00 per rental unit. The registration form may be duplicated.
3. Should the Landlord fail to register the rental unit(s) by March 31st, of each year, a \$25.00 additional fee per rental unit will be added to the registration fee and/or a court summons could be issued.
4. Should the Landlord fail to have the rental unit(s) inspected by November 1st, of each year, a summons for court will be issued to the Landlord.
5. Re-inspection: When the Housing Officer determined a re-inspection is required, the Housing Officer shall grant the Landlord sufficient time to correct the violations. It is the Landlord's responsibility to contact the Housing Officer for said re-inspection. Failure to do so, will result in a summons being issued within sixty (60) days of the elapsed time granted for the correction of the said violation.
6. Access: Landlord shall be responsible to insure access to the premises to be inspected or re-inspected. It will be the Landlord's responsibility to contact the tenant to make the necessary arrangements for access to the rental unit. The Housing Office **will not** make any phone calls or arrangements for you. When calling for a re-inspection, the owner shall pay an additional fee of \$20.00 per re-inspection. All additional fees are payable prior to the issuance of a certificate of occupancy.
7. If the rental unit(s) are not going to be rented, written notification to the Housing Office is required. Before the rental unit(s) can be re-rented the unit(s) will need to be registered and inspected.
8. If the rental unit(s) has been sold or the Landlord will be holding mortgage, a copy of the contract of sale or the agreement must be submitted to the Housing Office. The contract of sale or agreement must be filed with the County Courthouse. If the Landlord is holding mortgage and does not provide the above filed documents, then the unit will still be considered a rental, regardless of the relationship between the owner of record and the occupant of the dwelling unit.
9. A property will be considered a rental if anyone besides the owner of record occupies the property, regardless as to whether rent changes hand. This includes friends and/or family members.