

Rental Licensing Administration

What to expect as a property owner

Licenses are based on an odd/even schedule and not a two year schedule.

If the property address ends in an even number, the registration is due in even years. If the property address ends in an odd number, the registration is due in odd years. This is not adjusted based on the date of application and will remain on the odd/even schedule.

1st Letter – owners will receive a letter tentatively by the first week of November

- Reminder that applications and fees are due by January 15th

Once the application and fee is received -

- City may schedule an inspection
- Inspection and corrections are to be completed prior to Council approval
- Staff will verify taxes and utilities are current
- If property owner claiming the property is not a rental, staff will review supporting documentation submitted with signed certification
- List of properties that have completed all requirements will go to Council tentatively the second meeting in January

2nd Letter – this letter will be sent out to all property owners not meeting the January 15th deadline

- Letter identifying that the application is late and indicate late fee plus renewal fees are due
- Updated list of approved rental properties will go to Council tentatively the second meeting in February

3rd Letter – this letter will be sent to all property owners still failing to register not meeting March 16th deadline

- Letter identifying the application has not been received, both late fees and rental application fees are due.
- After 20 days property will move to the Code enforcement process.
- Updated list of approved rental properties will go to Council tentatively the first meeting in May and include a list of properties moving to code enforcement due to non-compliance.

1st Citation – Administrative Enforcement – tentatively first week of May

- City will mail property owners a 1st citation of non-compliance
- Property will continue to move through Code Enforcement administrative process in which fines increase by missed deadlines.
- At 3rd citation notice, Council will be updated of all non-compliant properties.
- Citations not satisfied will be presented for assessment in November

Inspections

- Throughout City Code there are issues and concerns that may result in an inspection. All new properties will be inspected. Renewals will be reviewed based on need from complaints, code enforcement and nuisance issues.
- Corrections from inspections are to be completed within 20 days. If not completed property may move into the Administrative Enforcement process.

Certificate / License

Mailed after approved through City Council meeting.