



RESIDENTIAL RENTAL PROPERTY REGISTRATION & INSPECTION FREQUENTLY ASKED QUESTIONS

What is the purpose of the Residential Rental Registration and Inspection Policy?

To protect the public health, safety, comfort, morals, and the general welfare of the people of the City of Milan who are residing in rental properties. These general objectives include, among others, the following specific purposes:

- To protect the character and stability of residential areas within the City of Milan
- To provide minimum standards for cooking, heating, and sanitary equipment necessary to the health and safety of occupants of rental dwellings.
- To provide facilities for light and ventilation, necessary for health and safety.
- To prevent additions or alterations to existing rental dwellings that would be injurious to the life, health, safety, or general welfare of the occupants of such dwellings or neighboring properties.
- To prevent the overcrowding of rental dwellings by providing minimum space standards per occupant of each dwelling unit.
- To provide minimum standards for the maintenance of existing residential rental dwellings and to prohibit the spread of slums and blight.
- To preserve the taxable value of land and buildings throughout the City of Milan.

When did the Residential Rental Property Registration and Inspection Policy begin?

Beginning March 5, 2024, residential rental property owners shall register their rental property with the City of Milan.

Effective end of day April 30, 2024, any unregistered rental dwellings and/or units, will be in violation and subject to penalties and/or fines.

What are the fees to have my residential rental property registered and inspected?

REGISTRATION FEE: \$10 PER RENTAL DWELLING UNIT

- Fees are non-transferable.
- Change of ownership of a Rental shall be required to register within 30 days – failure to register on or before the 30th day after a change of ownership shall constitute in a violation.

INSPECTION FEE: \$15

- An inspection fee shall accompany each request for inspection of a Rental, provided a separate fee shall be paid for each dwelling unit of a multiple dwelling building to be inspected.
- An addition fee of \$15.000 will be charged for each rescheduled inspection
- An additional fee of \$15.00 will be charged if the Rental fails the initial inspection and must be reinspected.



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Are my tax dollars paying for this?

No. Rental property owners are required to pay a registration and inspection fee that pays for all aspects of administering and implementing this policy.

How do I register my residential rental property?

Registration Forms are available at Milan City Hall.

If I have more than one residential rental property, do I need to register each property?

Yes.

Do I have to register my residential rental property each year?

Yes.

Registrations for calendar year 2024 are due by April 30, 2024, and valid until December 31, 2024. For every year following, registrations are to be submitted prior to February 1st.

What if I fail to register?

Failure of any owner to register shall constitute a violation of this Article.

Any violation is punishable by a fine, combined with court costs, for violations committed within a twelve-month period beginning with the first violation:

- \$200 for the first violation, \$275 for the second violation,
- \$350 for the third violation, and
- \$450 for the fourth and any subsequent violations.

Every day that a violation continues after the expiration of the reasonable period for the completion of the work specified by the City Administrator, or his/her designee shall be deemed a separate offense; and provided that every day that a violation continues in violation of an order shall be deemed a separate offense.

Does this apply to all residential rental properties?

This Article does not apply to single family homes occupied by an owner, hospitals, nursing homes, or other dwellings which offer or provide medical or nursing services, or hotels, motels, or dormitories if such units are subject to other city, state, or federal licensing or regulations concerning the safety of the users, patients, or tenants, or where owned and inspected by the city housing authority.



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How often do I have to have my residential rental property inspected?

After an inspection, a Rental shall only be required to be reinspected on the next change in occupancy but in no event sooner than 24 months, except an inspection may be made at any time upon receipt by the City of a complaint the Rental is not in compliance with this Article.

What if I fail to obtain an inspection?

It shall be unlawful for any person to occupy or for any owner or agent thereof to permit the occupation of any Rental, or part thereof, for any purpose until a certificate of occupancy has been issued by the City Administrator or his/her designate. Every owner, agent or manager of any Rental shall inform the City

Administrator or his/her designate whenever any portion of such Rental therein becomes vacant and request an inspection thereof under the provisions of these Sections, except that no inspection will be required if the Rental has been inspected within 24 months of the date of the request.

The certificate of occupancy so issued shall state that the occupancy complies with the provisions of this Article. This Section shall not apply to any occupancy in existence on January 1, 2024, until the next change in occupancy in rental unit occurs. If a rental unit is occupied before a "certificate of occupancy" is issued, an inspection fee in double the amount established by ordinance will be required. It is a violation of this Article for an owner, agent, or manager of any Rental to permit occupancy prior to issuance of an occupancy certificate. This Article does not apply to hospitals, nursing homes, or other dwellings which offer or provide medical or nursing services, or hotels, motels, or dormitories if such units are subject to other city, state, or federal licensing or regulations concerning the safety of the users, patients, or tenants, or where owned and inspected by the city housing authority.

Do I have to schedule the inspection?

After submitting a Rental Registration form and payment, The City Administrator or his/her designate will contact the owner to schedule required inspection.

**Please note that the City Administrator or his/her designate is authorized to enter, examine, and survey at all reasonable times all Rentals. The owner or occupant of all Rentals and its premises shall give the City Administrator or his/her designate free access thereto at all reasonable times for the purpose of such inspection, examination, and survey. If consent is not given then the City Administrator may obtain an administrative search warrant to may such an inspection, and the City shall not commence furnishing utility services to the Rental until it has been inspected.*



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May I appeal a decision made about my residential rental property?

Yes.

Any person affected by any notice or order relating to the condemning and placarding of a dwelling or dwelling unit as unfit for human habitation may request and shall be granted a hearing on the matter before the Board of Adjustment under the procedure set forth in Article XIV of Chapter 405 of this Code.?

What is a Certificate of Occupancy?

A Certificate of Occupancy is a document issued to the tenant and the property owner, upon completion of inspection, that states the residential rental property is in compliance with s the City's residential rental property standards.