



RENTAL CHECKLIST

DESCRIPTION

Date Completed:

- _____ Return Completed Application & Fees
- _____ Review the enclosed blank Rental Properties Inspectors Report
This will show you what the inspector will be looking at
- _____ Contact Rental Inspector to Schedule Initial Inspection
Only After Application and Fees have been taken care of
Allow at least 2 months for the inspection process
- _____ After initial inspection - Review the completed Inspectors Report
This will outline any work or repairs that need to be completed
- _____ Schedule any additional inspections -If necessary
Remember additional inspections cost \$50.00 per inspection after first 2 inspections
- _____ Receive a Rental License from City Hall
- _____ Display your license according to the ordinance
- _____ Your License is Valid for 2 years

§ 153.06 LICENSE REQUIRED.

- (A) No person shall occupy, allow to be occupied, or let to another for occupancy any rental property in the city for which a license has not been properly issued by the Compliance Officer. No rental property shall be issued a license by the city unless it complies with the ordinances of the city and the statutes of the state, which pertain to such properties. A rental dwelling unit solely occupied by the owner is exempt from this requirement.
- (4) *Inspection.*
 - (a) All rental units will be subject to a biennial inspection conducted by the Compliance Officer, or his or her authorized representative, prior to issuance of the license. The Compliance Officer may grant a license contingent on an inspection being completed within 30 days, if all other requirements, including payment of the license fees, are met. After 30 days, the license shall expire unless the Compliance Officer has certified the required inspection.

§ 153.08 INSPECTION; RIGHT OF ENTRY.

In order to ensure compliance with this chapter’s requirements, or upon receiving a written, signed complaint, the Compliance Officer shall have the authority to enter any building or manufactured home park at reasonable times upon notice to the landlord and tenant, to determine if the building or manufactured home park is operated as a “rental property” as defined in this chapter or to enforce the Uniform Housing Code, or both.

Helpful Definitions:

- Egress: The free and unobstructed access to the exterior of a habitable space.
- Habitable Space: Space in the structure used for living, sleeping, eating, or cooking. (Bathrooms, toilet rooms, closets, halls, storage or utility spaces, and similar areas are not considered habitable spaces.)
- Infestation: The presence, within or contiguous to, a structure or premises of insects, rats, vermin, or other pests.

Important Numbers:

Rental Inspector: Ryan Rothstein 320.221.0507

City Hall 320.453.5251