

CITY OF SWARTZ CREEK
RENTAL REGISTRATION & INSPECTION
PROCEDURAL RULES & POLICIES
Adopted by council: July, 13, 2015

Rental Registration Process

1. City staff sends a notice of required registration to owners of known/suspected rental property. Property records indicating non-homestead, along with rental ads, signs, filed utility payment affidavits, or common knowledge shall be applied to the creation of the list.
2. If the owner does not respond to the notice, they will be in violation of the Rental Inspection Ordinance and subject to further actions by the city.
3. When the owner responds to the notice, a record is made and the scheduling process will begin.
4. City staff sends a notice of required inspection to owners of registered rental property in Rental Inspection Program at least 30 days prior to the scheduled inspection.

Rental Inspection Process

1. An inspector inspects the property to determine whether there are any property maintenance code violations.
2. If there are no violations, the inspector updates the city's database and issues a Certificate of Compliance to the owner.
3. If there are violations, the inspector will notify the owner in writing.
4. Violations affecting the property's habitability may result in a repair order or condemnation order to immediately correct the violation.
5. Once the violations are corrected, the owner requests a follow-up inspection within 30 days.
6. After a successful inspection, a Certificate of Compliance is issued.
7. If the violations are not corrected within the time provided, the owner may be issued a citation.

*Note that it may take several weeks for the process to occur before violations are corrected. The city reserves the right to establish reasonable time frames for correction of violations that account for weather, complexity, and level of risk.

Rental Registration/Inspections Fees

Registration:	\$75 for the first unit, plus \$20 for each additional unit on a shared premises, with common ownership and management, or within recognized apartment complexes
Follow up inspections:	The initial and one follow-up inspection will be performed without additional fees. Subsequent inspections shall be charged at the rate of \$25/unit
Registration Updates/Amendments:	No charge
Coverage:	The initial fee covers the registration and first inspection and is valid until the resulting certificate of compliance expires
Pro-ration:	There shall be no pro-ration of fees

Certificate of Compliance

Certificates of compliance shall be issued upon passing inspection and shall be valid for a period of no less than one calendar year, subject to ongoing compliance. The length of certificate validity shall be based upon the following*:

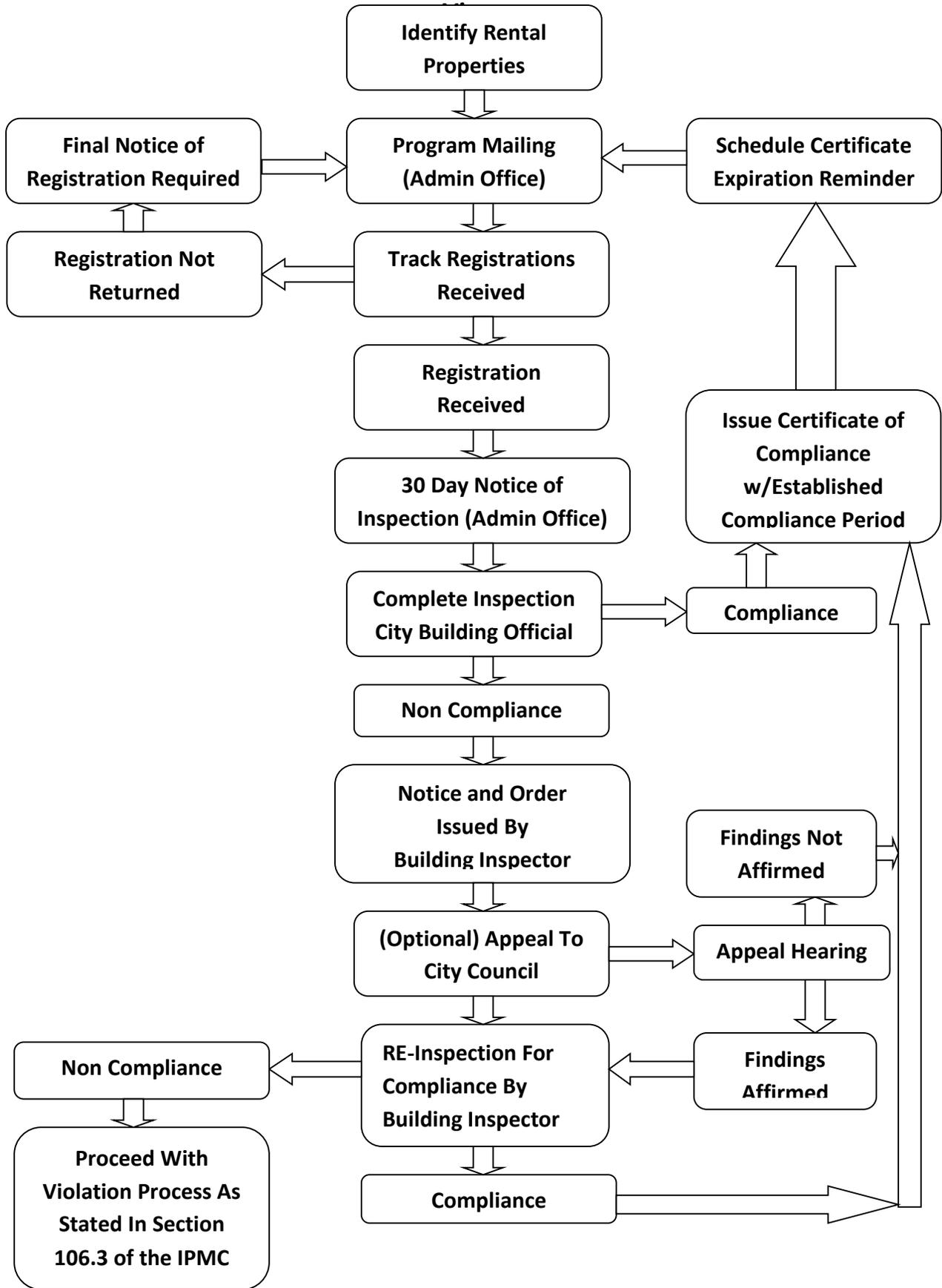
Three year certificate of compliance: No hazards, no critical issues, and fewer than three qualifying observations are noted during the initial inspection.

Two year certificate of compliance: No hazards, one or two critical issues, and/or six or fewer qualifying observations are noted during the initial inspection.

One year certificate of compliance: Any hazards, three or more critical issues, and/or more than six qualifying observations are noted during the initial inspection.

*"Hazards", "critical issues", and "qualifying observations" shall be notated on the inspection form. For example, no running water would qualify as a hazard, a minor infestation may constitute a critical issue, and presence of a minor leak may constitute a qualifying observation.

Flowchart of Rental Inspection Process



SWARTZ CREEK CITY RENTAL REGISTRATION FORM

Rental Property Address: _____ Apt# _____

For multiple units under common ownership, common management, AND located on a common premises, please include additional unit information below or attach a list of all units by address and number for larger complexes.

OWNER INFORMATION:

Building Owner's name: _____

Owner's address (No PO Boxes): _____

City: _____ State: _____ Zip: _____

Telephone number: (_____) _____ - _____ EXT: _____

Cell # (_____) _____ - _____ EMAIL: _____

AUTHORIZED AGENT:

Owner's Agent's name: _____

Agent's Address: _____

Agent's telephone number: (_____) _____ - _____

Office number: (_____) _____ - _____ Emergency 24-hr. number: (_____) _____ - _____

MULTI-UNIT-PREMISES IDENTIFICATION (identifying letter, number, etc.):

Unit 2: _____ Unit 3: _____ Unit 4: _____ Unit 5: _____ Unit 6: _____ Unit 7: _____ Unit 8: _____

The owner hereby permits inspections of his/her rental properties by officials or agents of the city and affirms that all tenants of the subject properties have been informed of the regulations contained in this article and of inspections of the rental properties, including common areas, by authorized City officials. All leases executed after the effective date of this article shall contain a provision requiring the tenant(s) to consent to such inspection upon notice as provided in this article.

Amount Enclosed (\$75 for first unit, and \$20 for additional qualifying units on premises): \$ _____

Owner or Legal Representative

Date