



Residential Rental Licensing and Inspection Information

Fee Table

Fee	Description	Frequency	Cost (per rental dwelling unit)
<i>Rental License</i>	Each dwelling unit is required to have a license.	Annual	\$10.00
<i>Inspection</i>	Initial inspection and one follow-up inspection, if required, for one rental dwelling unit	Every 3 years	\$80.00
<i>Additional Inspections</i>	Inspections not covered by the Inspection Fee, including complaint inspections.	As needed	\$75.00

Inspections

The building inspector will meet you, the property owner, at the property on the date/time you have scheduled for the inspection. During the inspection the building inspector will inform you of any code violations. A property will pass the inspection with no violations are found. If violations are found to exist, the property owner will be provided a set amount of time before they must schedule a second inspection. The building inspector will then return to the property to ensure the violations identified have been abated.

Crime Free Housing

In addition to the inspection, all owners are required to complete the following:

- 1) Criminal background checks for all new tenants prior to entering into a lease.
 - a) Background checks for all new tenants must be kept on file. The police may request copies of background checks at any time to verify they have been completed.
- 2) Insert the Crime Free/Drug Free Lease Addendum into all new leases
 - a) Leases for all new tenants must be kept on file. The Police may request copies of leases at any time to verify.

Receiving a Rental License

To obtain a rental license, the rental property owner must:

1. Submit a completed Rental Application Packet and Application Fee (\$10 per unit)
2. Pass an inspection
3. Complete Crime Free Housing requirements detailed above

After completing steps 1-3, the City will issue a Rental License for the property. The Rental License must be renewed on an annual basis and re-inspection will be required every 3 years. The license must be posted (in a frame with a protective covering) in a common area, hallway, or lobby of buildings with 4 or more dwelling units.