

Rental Ordinance Question & Answer

Q: Do I have to register my rental units every year or every two years?

A: Units must be registered annually. The Certificate of Rental *Compliance*, which follows a safety assessment, will only be done every two-years because safety assessments will be conducted every two years. The Certificate of Rental *Registration* will be provided at registration (and renewal) in the years a safety assessment is not required.

Q: What properties does this ordinance apply to?

A: Single-family residences and duplexes and other standalone buildings containing single- or two-family residences.

Q: Does my apartment have to be registered and/or receive a safety assessment based on this ordinance?

A: If this is a typical apartment building with more than two residential units in the structure, no.

Q: I own and occupy my home, but I rent out a garage apartment, mother-in-law suite, or something similar. Do I have to register my property?

A: If the unit is a fully functioning dwelling, regardless of whether it is connected to the primary residence or not, it must be registered.

Q: I own a house, but do not personally occupy it; a family member and/or their family live there. Do I have to register the property?

A: Yes. Unless the owner personally occupies the home, even if it is occupied by an adult relative of the owner, and even if no rent is collected, it must be registered.

Q: We do not charge rent and/or we do not establish formal lease agreements. Are we required to register property?

A: Yes. Regardless of whether or not rent is charged or whether or not there is a formal lease document, any property described in the ordinance that is not owner-occupied must be registered.

Q: When do I have to register my property?

A: Each unit should be registered by September 30, 2018. Late fees will begin to accrue following these deadlines. Properties will be due for renewal annually 30 days prior to the anniversary of the owner's original registration.

Q: What will the safety assessments cover?

A: The safety assessments serve to ensure that units being rented out do not have obvious health and safety violations or other outstanding property maintenance or land development code violations.

Q: When will my property receive a safety assessment?

A: After a registration application is submitted, safety assessments will generally be scheduled within 3 business days. If scheduling prevents a unit from being assessed within 5 business days, the city will issue a Certificate of Registration until a safety assessment can be scheduled.

Q: I own and occupy a home, and I rent out room(s) to friends; do I need to register the unit?

A: No. As long as this remains the primary residence of the owner, and as long as no more than four unrelated persons occupy the home, it does not need to be registered.