

Rental Registration & Inspection Program

Sharpsville-Lock Haven model

Registration

- Registration required annually; failing to register would result in a fine.
- Application for registration must show compliance with the City's property maintenance code.
- Compliance may be shown by an inspection and report from the owner (self-certification), an approved third-party inspector or a City inspector that certifies compliance with the code.

Inspectors' qualifications

- To be approved, a third-party inspector must be certified in the International Property Maintenance Code, the International Residential Code or the International Building Code.

Registration form

- In addition to a report showing compliance with the code, the form will ask for:
 - Unit address, owner or agent, type of building (single-family, duplex, triplex, etc.) and the names of those occupants 18 years of age and older.
- If the application meets the licensing requirements, the license will be issued and be good for one year unless revoked for cause.

Handling complaints

- Between registrations, the City will follow up with complaint-driven inspections. If a problem is found, the City will order the problem repaired and bill the landlord for an inspection.
- The City can also cite any other violations seen during the response. Should the inspection reveal the landlord falsified information on the self-certification, charges can be filed, punishable by a fine and revocation of self-certification privileges.

Complaint resolution

- If problems aren't rectified, charges can be filed against the party responsible.
- If there is a pattern of problems with a self-certified property or landlord, the City could refuse to allow the landlord to self-certify, requiring compliance reports from an approved third-party agency or a City inspector.

Fees

- Costs and fees are based on 2,650 rental units registered annually.
- Registration: \$5. Annual revenue: \$13,250.
- Late registration or missed inspection: \$25.
- City inspection: \$35/hour.
- Fines: Up to \$1,000 per infraction found during complaint-driven inspection.

Costs

- At 5 minutes per registration with 2,650 units, staff time would be about 221 hours a year, not including registrations of change of ownership or tenancy.
- Converting the fire department secretary position to full-time to do the registrations would cost about \$20,000 a year.

Who is affected?

- Not affected:
 - Any owner-occupied unit
 - State-licensed care facilities
 - College-owned dorms
 - Housing Authority-owned
- Affected:
 - All other non-transient residential rental units (including frat houses)

Questions

- Should we require payment of refuse bills prior to issuing rental license?