



# Rental Housing Program

Suggested Code Changes & Plan

# Current Code (summary)

8-10-1 Registration of Residential Rental Properties within the City of Muscatine.  
*“All owners of residential rental property within the City limits are hereby required to register the same with the Building Department, on forms provided by the Department, **to facilitate a program of regular rental property inspection and certification** in accordance with Title 8, Chapter 5 of the City Code.”*

## 8-10-2 Inspection Fees.

*The fees for inspections made pursuant to Title 8, Chapter 5 of the City Code shall be in those amounts as established by resolution of the City Council and set out in the Schedule of Permits and Fees.... **Section 8 properties are exempt from the inspection fees** required under this Section.*

# Code Changes *(suggested)*

Summary for Property Owners:

- License & register each unit annually
- Submit signed self inspections between physical inspections
- License registration includes inspections (self & physical)
- License replaces the Certificate of Structural Compliance
- New Code allows for future additional assistance for compliance
  - Provides property owners access to do background checks
  - Assesses nuisance abatements for excessive City services
  - Increases fees & fines for non-compliance
  - Allows the City to revoke licenses

# Fee Schedule *(summary)*

<u>Current</u>	<u>Proposed</u>	<u>Item</u>
N/A	\$ 30	Annual License per unit (1 inspection included)
\$ 60	\$ -	Rental Housing Inspections / unit every 3rd year
N/A	\$ -	Self-Inspections certified by Property Owner (year 1 & 2)
\$ -	\$ -	Rental Housing Re-Inspections (1 included / unit)
\$ 60	\$ 60	Rental Housing Re-Inspections (2nd inspection)
\$ 60	\$120	Rental Housing Re-Inspections (3rd inspection)
\$ 60	\$ 60	Rental Housing Inspections (No Shows)
N/A	\$200	License Revocation Reinstatement per unit
\$100	\$250	Citations for Non-Registered Unit (1st violation)
\$200	\$500	Citations for Non-Registered Unit (2nd violation)
\$300	\$750	Citations for Non-Registered Unit (3rd violation)

- Inspections for Section 8 & public housing are performed by the City's Housing Department
- Inspections not required on new construction for 1<sup>st</sup> 3-years from Certificate of Occupancy (proposed)
- Citations do not include administrative fees and court costs

# Market Area Comparisons *(summary)*

<u>Iowa City</u>	<u>Davenport</u>	<u>City</u>	<u>Item</u>
\$157*	\$ 25	\$ 30	Annual License per unit
\$ 33*	\$ 35	\$ -	Annual Rental Housing Inspections / unit
\$ -	\$ -	\$ -	Self-Inspections certified by Property Owner
\$ -	\$110	\$ -	Rental Housing Re-Inspections (1st inspection)
\$ 60	\$110	\$ 60	Rental Housing Re-Inspections (2nd inspection)
\$ 60	\$110	\$120	Rental Housing Re-Inspections (3rd inspection)
\$ 50	\$ 50	\$ 60	Rental Housing Inspections (No Shows)
N/A	\$500	\$200	License Revocation Reinstatement per unit
\$200	\$500	\$250	Citations for Non-Registered Unit (1st violation)
\$500	\$500	\$500	Citations for Non-Registered Unit (2nd violation)
\$750	\$500	\$750	Citations for Non-Registered Unit (3rd violation)

\*Note: one-time fee for license & inspections are annual

# Plan *(summary)*

- Phase in the license program conversion over 3 years for existing rental units
- existing rental units will continue to operate under the current (3-year) physical inspection cycle
- All new rental units registering would come under the new requirements
- All rental units in their 3<sup>rd</sup> year inspection cycle would convert to the new licenses program
- Property owners of Section 8 & public housing are subject to obtaining licenses per rental unit
- The Housing Dept. will continue their Section 8 & public housing inspection cycle per HUD rules
- All rental units operating under a current Certificate of Structural Compliance would be subject to self-inspections until converted to licenses (Year 1 & Year 2)
- All rental units licenses will be posted on a City's web page to show location, license validation and inspections done (with an opt out provision)

# Plan *(financial)*

Current # of rental units in the City:	3059
Current # exempt from CD inspections:	<u>580</u>
Current Net units eligible for CD inspections:	2479
Average # of CD inspections per year:	849 @ \$60 = \$49,580

	<u>Licenses</u>	<u>Fees (est.)</u>
FYE 2015 license conversion schedule @ \$30*	1496	\$44,880
FYE 2016 license conversion schedule @ \$30	2345	\$70,350
FYE 2017 license conversion schedule @ \$30	2859	\$85,770

\*Note: Assumes that Section 8 housing units are converted to license program in Year 1.  
Public housing accounts for 200 units that will be exempt from licensing fees.  
HUD rules allow the City to charge license fees per rental unit but not inspection fees.

# Plan *(costs)*

- The # of rental inspections is currently backlogged by almost a year (~800 inspections behind)
- The CD Dept. currently has an equivalent part-time rental housing Code Enforcement Officer by work sharing between two other Officers... performing health, safety and nuisance abatements
- The CD Dept. would like to increase by one part-time (29 hours / week) rental housing Code Enforcement Officer including costs for uniforms, vehicle and electronic data systems
- The other Code Enforcement Officers are cross-trained in rental housing inspections and would be used to address the backlog of inspections over the next 2 years until caught up
- The costs to add one part-time (29 hours / week) Code Enforcement Officer would be ~\$28,000 - \$35,000 per year.

# Rental Property Owner Benefits

Multi-family units are currently assessed as commercial property. The State is shifting to a new program which will incrementally roll back tax assessment rates from 90% to approximately 55% from 2017 - 2024.

**This should result in significant savings in taxes for multi-family property owners**

Rental property owners have asked for the ability to do background checks on prospective renters.

**Providing landlords access to do background checks is not new or uncommon**

Rental property owners want the City to publicly acknowledge that their licensed units meets rental housing codes (i.e., inspections) and safety standards.

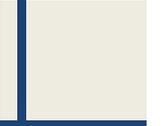
**We are proposing to set up a web page to display the status of licensed rental units**

Over time, compliant rental property owners would like to receive longer physical inspection cycles.

**With the proposed Code changes, there is flexibility to facilitate extended cycles**

Rental property owners want to be assured that code enforcement is evenly applied.

**We propose changing to (revocable) licensing and adding one full-time (focused) rental housing Code Enforcement Officer**



Questions?

# Online Rental Unit Info

## RENTAL REPORT THROUGH 01/02/2015

RENTAL ADDRESS	UNITS	OWNERS NAME	OWNER ADDRESS	CITY	STATE	ZIP	PHONE	INSP. DATE	NEXT INSP.DUE
2ND ST, E 1009	1	MEYERS RANDY L	CHURCH ST, 903	OTTUMWA	IA	52501	(641)682-1222	4/24/2013	4/23/2016
2ND ST, E 1011	1	MEYERS RANDY L	CHURCH ST, 903	OTTUMWA	IA	52501	(641)682-1222	5/20/2014	5/19/2017
2ND ST, E 1018	2	ALONSO ERNESTO	8TH ST, N 802	FAIRFIELD	IA	52556-		4/17/2013	4/16/2016
2ND ST, E 107	25	HOTEL OTTUMWA	2ND ST, E 107	OTTUMWA	IA	52501	(641)682-8051	12/12/2013	12/11/2016
2ND ST, E 1202	1	MAGANA JOSE	RICHMOND , 1943	OTTUMWA	IA	52501	(801)608-0828	1/15/2014	1/14/2017
2ND ST, E 1212	1	KEMPF HAROLD	MAIN ST, E 616	OTTUMWA	IA	52501	(641)682-7437	5/3/2011	5/2/2014
2ND ST, E 1323	1	HARWARD DAWN R	COPPERHEAD RD, 12737	BLOOMFIELD	IA	52537-	(641)680-8132	8/26/2014	8/25/2017
2ND ST, E 1328	3	WEICHMAN STARLA & ANDREW	FELIX , E 130	OTTUMWA	IA	52501-	(641)777-1955	5/14/2013	5/13/2016
2ND ST, E 1405	1	MINEAR MAX R & FRANCES E	JEFFERSON ST, N 1505	OTTUMWA	IA	52501	(641)683-8203	10/9/2012	10/9/2015
2ND ST, E 1406	1	KURTZ CONSTRUCTION	RUTLEDGE RD, 10585	OTTUMWA	IA	52501	641-682-4561	3/11/2014	3/10/2017
2ND ST, E 1410	1	REECE CYNTHIA K	P O BOX 1144 ,	FAIRFIELD	IA	52556-	(641)919-2109	6/23/2014	6/22/2017
2ND ST, E 1523	1	BESKE BRIAN & PATRENA	ROEMER AVE, 2211	OTTUMWA	IA	52501	(641)682-0032	1/23/2013	1/23/2016
2ND ST, E 1605	1	SEALS LARRY B	OAK MEADOW AVE, 2845	OTTUMWA	IA	52501		10/22/2009	4/1/2012
2ND ST, E 1809	1	SHIELDS DENNIS	MAIN ST, E 2501	OTTUMWA	IA	52501-		6/18/2014	6/17/2017
2ND ST, E 220	3	LEE BRYAN & CONNIE	COURT ST, N 1904	OTTUMWA	IA	52501	641-682-6357	4/9/2014	4/8/2017
2ND ST, E 405 1/2	4	STOESSEL STEVE	3RD ST, W 805	OTTUMWA	IA	52501	(641)683-8286	4/15/2014	4/14/2017
2ND ST, E 417	4	OCHOA RAFAEL & SYLVIA	MOORE ST, S 108	OTTUMWA	IA	52501		10/15/2014	10/14/2017
2ND ST, E 632	5	YEOMAN RICHARD	KEB LN, 12052	OTTUMWA	IA	52501	641-682-7477	11/14/2013	11/13/2016
2ND ST, E 923	1	SOTO JOSE & MARTHA	ALBIA RD, 830	OTTUMWA	IA	52501-	(641)680-3653	6/21/2012	6/21/2015
2ND ST, W 1011	2	MEYERS RANDY L	CHURCH ST, 903	OTTUMWA	IA	52501	(641)682-1222	6/18/2014	6/17/2017
2ND ST, W 1314	1	BOROWSKI PETER	ANGLE RD, 13493	OTTUMWA	IA	52501	641-683-1004	6/20/2012	6/20/2015
2ND ST, W 1331	1	JACOBS BRAD & LISA	MINK BLVD, 11448	BLOOMFIELD	IA	52537	641-459-3553	12/30/2013	12/29/2016
2ND ST, W 1451	1	KEMPF HAROLD	MAIN ST, E 616	OTTUMWA	IA	52501	(641)682-7437	8/25/2010	8/24/2013
2ND ST, W 1620	1	SHOLES JOHN A & TERRESA A	ANGLE RD, 11719	OTTUMWA	IA	52501	(641)777-3595	6/24/2014	6/23/2017

# Self-Inspections



## Fire and Life-Safety Checklist Form for Owner-Occupied Units in Structures Requiring a Rental Permit

To protect the health and safety of all residents, the City of Iowa City Housing Code requires inspections of owner-occupied dwellings in buildings requiring Rental Permits. Please inspect the items listed below, sign your name, address and date where indicated to certify these items have been inspected. Return this checklist form to your property manager. If you would like the City to inspect these items for you, please notify your property manager who will inform you of the time and date of the City's inspection.

- Functioning smoke alarms installed according to manufacturer's instructions on every floor level, in hallways leading to bedrooms and in all bedrooms. Smoke alarms 10 years old or more need to be replaced with new, UL listed smoke alarms installed to local code and manufacturer's specifications.
- A fully charged 2A-10BC (minimum size) fire extinguisher mounted in an accessible location. Fire extinguishers must display a noticeably visible manufacturer's date either by tag or permanent marking on the canister. Any fire extinguisher six years old or more must be serviced and properly tagged by a qualified agency or be replaced with a new, property mounted 2A-10BC (minimum size) fire extinguisher.
- No unapproved extension cords or multi-plug adapters, UL listed "power-strips" with built-in surge protection are an approved device.
- All electrical equipment is in good condition and safely maintained.
- All heating equipment is in good condition and safely maintained.
- No combustible storage (paper, cardboard, cloth, etc.) within three feet of fuel-burning equipment.
- Plumbing fixtures and piping are in good condition and safely maintained.
- Required handrails and guardrails are maintained in a safe condition.

SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

ADDRESS \_\_\_\_\_

PRINT NAME \_\_\_\_\_

Please return this completed checklist to your property manager at your earliest convenience.  
"All items on this form must be checked off for unit to be in compliance."

Thank you,

City of Iowa City Housing and Inspection Services (319-356-5130)



## Self-Certification Inspection Form for Multi-Family Structures

### Structural Items

- All structural and associated components (foundation, roof, walls, support members, stairs, sidewalks, etc.) are maintained in a safe and sound condition.
- Buildings constructed prior to July 9, 1956 are maintained in compliance with the State Fire Code. Buildings constructed after July 9, 1956 are maintained in compliance with the State Fire Code and the Building Codes in effect at the time of construction.
- Required occupancy separations are provided and maintained. Examples are dwelling unit/corridor, unit/unit, residential/parking or residential/commercial.
- Guardrails and handrails are maintained in safe and sound condition. Handrail required for stairs with four or more risers or as required by Building Code. Guardrail required for walkway areas with adjacent drop off exceeding 30".
- Passages, pipe chases, chutes, and access openings are fire and draft stopped to prevent spread of fire.

### Maintenance Items

- All doors and hardware are maintained in good and functional condition.
- All windows and hardware are maintained in a good and functional condition and meet natural light and ventilation requirements.
- All interior walls, ceilings, floors and other interior public and service areas are maintained in a safe and sanitary condition.
- Operable windows have screens. Single pane windows in habitable areas have storms. Storms on by Nov. 1 and screens on by May 1.
- Chimneys and flue piping are properly installed and maintained.
- Kitchen and bathroom floor surface is intact and easily cleanable.
- Equipment or appliances supplied by owner (e.g. garbage disposals, dishwashers, built in appliances, vent fans, stoves, refrigerators) are properly installed and maintained in good, operable, and safe condition.
- Pest infestation in one unit is the responsibility of the occupant. Infestation in two units and/or public areas is the responsibility of the owner.

# Background Check Form

## DAVENPORT POLICE DEPARTMENT LANDLORD BACKGROUND CHECK

Name: \_\_\_\_\_

Social Security #: \_\_\_\_\_ D.O.B.: \_\_\_\_\_

Phone: \_\_\_\_\_ Alternate Phone: \_\_\_\_\_

Current Address: \_\_\_\_\_

Street # City State Zipcode  
Rent: [ ] Own: [ ] Living with Family Member: [ ]

If Renting, Name of Current Landlord: \_\_\_\_\_ Phone: \_\_\_\_\_

List all aliases: \_\_\_\_\_

List any co-applicants: \_\_\_\_\_

List any children who will be living in the household.

Child 1: \_\_\_\_\_ Child 2: \_\_\_\_\_ Child 3: \_\_\_\_\_  
D.O.B.: \_\_\_\_\_ D.O.B.: \_\_\_\_\_ D.O.B.: \_\_\_\_\_

Child 4: \_\_\_\_\_ Child 5: \_\_\_\_\_ Child 6: \_\_\_\_\_  
D.O.B.: \_\_\_\_\_ D.O.B.: \_\_\_\_\_ D.O.B.: \_\_\_\_\_

Current Employer: \_\_\_\_\_

Address: \_\_\_\_\_ Phone: \_\_\_\_\_  
Street # City State Zipcode

Please list any additional information you feel is relevant: \_\_\_\_\_

**I authorize the release and verification of all information needed to complete a full background report including criminal and consumer credit report.**

Applicant (Print Name) \_\_\_\_\_ Date \_\_\_\_\_

Applicant (Signature) \_\_\_\_\_ Date \_\_\_\_\_

**NOTE: \*\*\* All fields must be completed in full or request will not be processed.\*\*\***

This information is being provided at the request of Landlord and Landlord agrees that the decision to rent is the Landlord's SOLE decision. The city of Davenport is not an agent of Landlord nor does it guarantee or warrant the character or suitability of a tenant. The city is simply providing information requested.

Property Agent \_\_\_\_\_ Date \_\_\_\_\_

Name of Property \_\_\_\_\_

Property Address \_\_\_\_\_

Phone # \_\_\_\_\_ Fax # \_\_\_\_\_

Please return to the Crime Prevention Unit, Davenport Police Department Fax# 563-888-2081.