

Rental Registration and Inspection Plan

PURPOSE

The purpose of this program is to ensure that rental housing facilities and conditions protect and promote health, safety and welfare for people who reside in Worthington.

IMPLEMENTATION

All rental housing units within the corporate limits of Worthington will be required to be registered annually with the City.

REGISTRATION

Rental housing registration forms are available at City Hall (303 Ninth Street) and on the City's website (www.ci.worthington.mn.us). Completed forms may be submitted by mail to: City of Worthington, Community/Economic Development Department, PO Box 279, Worthington, Minnesota, 56187 or in person between 8am and 5pm, Monday through Friday at City Hall, 303 Ninth Street.

Registration Fee Schedule:

- The initial (2007) registration fee shall be fifteen dollars (\$15) per unit. Registration forms will be accepted April 1 - June 30 without penalty and shall be valid through December 31, 2007.
- The annual registration renewal fee shall be thirty dollars (\$30) per unit. Registration renewals must be submitted no later than February 1st each year.
- The registration fee for all new rental housing units after June 30 of a given year shall be fifteen dollars (\$15).
- The registration fee for all new rental housing units before June 30 of a given year shall be thirty dollars (\$30).

Any property owner failing to register a rental unit shall not be permitted to let the unit to any person for occupancy. Failure to register shall be construed as a direct violation of the Housing Code and will be subject to the following penalties until the unit is registered or vacated:

- First notification - \$50.00 administrative fee. Rental housing unit registration must be completed within fifteen (15) days.
- Second notification - \$100.00 administrative fee. Rental housing unit registration must be completed within fifteen (15) days.
- After the expiration of the second notice, the matter shall be referred to the City Attorney for legal action.

INSPECTION

Each rental housing unit will be inspected between July 1, 2007 through December 31, 2008. Beginning in 2009, inspections shall be completed once every two years or when a complaint is filed with the Housing Inspector. Mandatory inspections will be completed in accordance to the attached map. Inspections will be conducted by the City's Housing Inspector, other appropriate city employee(s) or a professional service organization/firm contracted with the City of Worthington. Annual inspection fees are as follows:

- Initial inspection is FREE.

- Each subsequent inspection is fifty dollars (\$50) per unit.

Inspections will be scheduled with the property owner or authorized agent in order to give them adequate time to notify the tenant when applicable. If the owner/agent fail to appear for a scheduled inspection, a administrative fee of fifty dollars (\$50.00) shall be charged. The administrative fee shall be due and payable prior to re-scheduling the inspection. Failure to comply with subsequent inspection request will result in the matter being referred to the City Attorney for legal action.

If the inspection finds the rental unit to meet all applicable requirements of the Housing Code, the unit will be issued a certificate of compliance. Should the rental unit not meet the minimum requirements of the Code, the Housing Inspector will be issue a notice of violation to the owner/agent. The notice will:

- Be in written form;
- Describe the location and nature of the violation;
- Establish a reasonable time for the correction of any violation;
- Be served upon the owner or authorized agent. Notice shall be properly served (1) personally; or (2) sent by registered mail to their last known address. If (1) or (2) fail, the notice shall be posted in a conspicuous place on the dwelling affected.

The property will be reinspected upon notice of completion from the owner/agent or the expiration of the established time for compliance, whichever occurs first. If the violations are not addressed within the established time, the Housing Inspector shall issue a notice to the owner/agent informing them that legal proceedings for the immediate correction of the violations will be initiated. If the violations are a threat to public/tenant safety, the notice will also include an order to have the unit/property vacated immediately. In addition to the notice, an administrative fee of fifty dollars (\$50) plus an additional five dollars (\$5) for each day the unit/property is in violation.

APPEALS

Any person aggrieved by a notice issued in connection with any violation of the Housing Code, may submit an appeal as outlined in Section 150.10.42 of the said Code.

QUESTIONS

If you have any questions pertaining to the Rental Housing Code, please contact the Community Development Department in person at City Hall, 303 Ninth Street, Worthington, Minnesota, or by phone at (507) 372-8640.