

## Rental Registry Ordinance

### Health Department

#### Registration and Permitting

Recipient of requests for rental registry permits and annual renewals (June 30<sup>th</sup>) and changes in ownership received from Assessor.

Receives notification from Treasurer's Office of payment of registry permit fees.

Approves registration after receiving fully completed forms and notification of receipt of registration fees

#### Database

Health Department will maintain the database of all units. Shares access to database with police, fire, building inspection, community and economic development, and assessor.

#### Inspections

Health Department receives self-inspection checklists developed by Health Department upon unit turnover or from newly registered unit. Checklists are submitted to Health Department by owner or persons-in-charge.

Mandatory inspections of housing units possessed by owners of 6 or more housing units will be conducted by the Health Department at least once every 5 years. Health Department will provide 60 days' notice of inspection to owner or persons-in-charge.

Health Department will provide Treasurer's Office with information about fees assessed including per unit mandatory 5-year inspection fee and any fees for violations

Health Department will maintain records of inspections for all rental properties

#### Complaints

Health Department is recipient of all rental housing complaints and investigation of those complaints.

Health Department will refer complaint to other city, state or federal agency if appropriate.

Upon finding a violation within its purview, Health Department shall serve notice of the violation upon the owner or persons-in-charge of the residential unit(s) at issue

Health Department will keep record of all complaints and determinations made.

#### Appeals

Health Department will provide a hearing for the owner or persons-in-charge who has requested such a hearing in response to a complaint.

Health Department will maintain records of the results of the hearing as part of the complaint record.

### **Assessor's Office**

#### **Registration and Permitting**

When property is acquired by new owner, Assessor informs Health Department.

#### **Database**

Has access to Health Department database of all units

### **Treasurer's Office**

#### **Registration and Permitting**

Receives rental registration fees. Notifies Health Department.

#### **Inspections**

Receives notification from Health Department of the assessment of fees, both regular inspection fees and fees relating to violations.

Treasurer notifies Health Department when fees have been received.

### **Police**

#### **Database**

Has access to Health Department database of all units.

#### **Complaints**

Will receive and follow-up upon complaints received by the Health Department that the Health Department has identified as being appropriate to this department.

### **Fire**

#### **Database**

Has access to Health Department database of all units.

#### **Complaints**

Will receive and follow-up upon complaints received by the Health Department that the Health Department has identified as being appropriate to this department.

## **Building Inspection**

### Database

Has access to Health Department database of all units.

### Complaints

Will receive and follow-up upon complaints received by the Health Department that the Health Department has identified as being appropriate to this department.

## **Community and Economic Development**

### Database

Has access to Health Department database of all units

### Complaints

Will receive and follow-up upon complaints received by the Health Department that the Health Department has identified as being appropriate to this department.