

**RENTAL REGISTRATION PROGRAM
ORDINANCE ENHANCEMENTS OVERVIEW
Community Services City Council Briefing: November 28, 2011**

Introduction

- City Council Near Term Action Items
- Review and evaluate the rental registration program and develop fee alternatives and strategies to increase compliance.
- Initial briefing on October 24, 2011
- Follow up briefing on November 7, 2011
- Presidents briefing on November 16, 2011
- Review proposed amendments and new requirements on November 28, 2011

Goals of the Program

- Protect the vitality and integrity of Richardson by making certain the City's rental housing stock is maintained in a safe and healthy manner through proactive yet fair and reasonable enforcement of codes and ordinances
- Ensure tenants are provided dwellings that meet minimum property, health, fire and zoning standards
- Make compliance as convenient as possible for property owners and tenants
- Do not hinder an owner's or tenant's ability to move in

Program Enhancements

- Increase annual registration fee to \$75 to defray the expense incurred in administering the program
- Require inspection upon Change in Occupancy – Within 30 days of tenant moving in
- Update evaluation criteria and utilize a score sheet to assess the condition of properties
- Require a score of 85 or higher to pass the annual inspection
- Require a re-inspection of all properties that score less than 85; Charge \$90 fee for said re-inspection and \$120 for all subsequent re-inspections

6-470 Definitions

6-470 - Amended

- Owner means the person claiming, or in whom is invested, the ownership, dominion, or title of real property including, but not limited to, holder of fee-simple title; holder of life-estate; holder of leasehold estate for an interim term of five years or more; a buyer under contract for deed ***or executory contract for conveyance***; a mortgagee, receiver, executor, ***administrator*** or trustee in control of real property; but not including the holder of a leasehold estate or a tenancy for initial term of less than five years.

- *Rent* means the offering, holding out or actual leasing of a rental unit to ~~an occupant~~ a person other than the owner and generally involves the payment of a rental an amount of money as consideration for the right to occupy the rental unit, although other forms of consideration or no consideration at all may be involved ~~or no consideration at all may be involved~~.

6-471 Rental Registration

6-471 (a) - Amended

- Each owner of a rental unit within the city shall register each such rental unit with the building official ~~before January 1, 2004~~ and shall renew such registration annually on the date prescribed by the building official pursuant to subsection 6-472 (a). Separate registration shall be required for each rental unit.

6-471 (b) - Amended

- Each new owner of a rental unit within the city shall make application for registration with the building official and schedule an inspection of said rental unit within ~~10~~ 30 days after the date of acquiring owner of a rental unit.

6-471 (d) - Amended

- A nonrefundable fee of \$50, \$75 annual fee shall be charged for the registration of a rental unit.

6-471 (g) - Amended

- It is an offense for an owner to fail to register ~~and/or renew the registration for~~ the owner's rental units within the city, and each and every day that the owner continues to fail to register ~~and/or renew the registration of~~ the owner's rental units within the city shall constitute a separate offense.

6-472 Renewal of Registration

6-472 (a) - Amended

- Recognizing that the initial implementation of this article may be difficult because of the number of rental units, the inspections of rental units and limited manpower, ~~†~~ The building official shall, by administrative order, divide the city into four or more geographical areas and establish annual registration dates for rental units located within each geographical area. A copy of the geographical designation shall be on file in the office of the building official.

6-472 (b) - Amended

- A registered owner of a rental unit within the city, or the owner's agent shall renew the registration for each rental unit on or before the date prescribed by subsection (a) and shall pay to the city a non refundable renewal fee of \$75.00 at the time of application for renewal.

6-472 (e) - New

- It is an offense for an owner to fail to renew the registration of the owner's rental units within the City, and each and every day that the owner continues to fail to renew the registration of the owner's rental units within the city shall constitute a separate offense.

6-473 Reserved

6-474 Inspection

6-474 (b) - New

- Within thirty (30) days after the initial registration of a rental unit and within thirty (30) days after the change of occupancy or change in tenancy of a rental unit, the owner of the rental unit shall request the building official conduct an inspection and make the rental unit available for inspection by the building official.

6-474 (b) - Continued

- Upon each inspection by the building official, the rental unit must score 85 or higher on the habitability evaluation criteria set forth in section 6-474 (e) below to satisfy the minimum physical condition and human habitability standards for the rental unit.
- Any rental unit that has a habitability score of less than 85 must be re-inspected and charged a re-inspection fee as set forth in subsection (d), below.

6-474 (c) - New

- **Establishes process for carrying out voluntary inspections as well as obtaining and executing inspection warrants if voluntary compliance cannot be achieved.**

6-474 (d) - New

- Any rental unit that has a habitability score of less than 85 must be re-inspected until the rental unit achieves a habitability score of 85 or greater.
- A re-inspection fee in the amount of \$90.00 shall be paid prior to the initial re-inspection. A re-inspection fee of \$120.00 shall be paid prior to each second and subsequent re-inspection.

6-474 (e) - New

- The habitability score for a rental unit shall be determined by deducting up to the maximum points set forth below from 100 based on the conditions or existence of the inspected category or item as determined by the building official or other person performing the inspection pursuant to this section:
- See Rental Registration Program Inspection Report

Next Steps

- Amend ordinance to reflect new program features
- Begin publicizing new program features in advance of January 1, 2012 implementation
- Send information to owners of registered properties
- Richardson Today Article
- Email Update Features

City of Richardson Community Services Department

Rental Registration Program Report

Address:

Date:

	Possible Points	Score
Building Interior and Occupancy Standards		
Condition of Stairs, Handrails, and Guardrails	2.00	
Condition of Ceilings and Walls	2.00	
Condition of Doors and Windows	2.00	
Condition of Floors and Floor Coverings	1.00	
Proper/operable ventilation	1.00	
Smoke Detectors	4.00	
Adequate access to other habitable spaces	3.00	
Number of occupants	3.00	
Adequate floor area per occupant	3.00	
Rodent, Insect Infestation	2.00	
Sanitary Conditions	2.00	
Sub-Total	25.00	
Building Exterior		
Condition of Paint, Wood, Siding, Trim	4.00	
Condition of Doors, Windows, Shutters, Screens	3.00	
Condition of Roofs, Soffits, Fascia, Flashing, Gutters, Downspouts	4.00	
Condition of Walls, Chimneys, Foundations	2.00	
Condition of Stairs, Handrails, and Guardrails	2.00	
Condition of Car Ports/ Accessory Structures	2.00	
Unobstructed Means of Egress and Ingress	3.00	
Sub-Total	20.00	
Property Maintenance		
Open Storage; Hazardous, Combustible, Chemical Storage	4.00	
Condition of Fences, Screening Walls, Retaining Walls	3.00	
Unkempt Vegetation	2.00	
Junk Vehicles, Other Parking Violations	2.00	
Address	1.00	
Condition of Pools, Pool equipment	2.00	
Improper drainage, Standing Water	1.00	
Sub-Total	15.00	

**City of Richardson Community Services Department
Rental Registration Program Report**

Address:

Date:

	Possible Points	Score
Electrical (Interior/Exterior)		
Condition of Electrical Panels, Junction Boxes	3.00	
Condition and Protection of Wiring	3.00	
Condition and Protection of Light Fixtures, Switches and Receptacles	2.00	
Condition and Protection of Wiring of Appliances	2.00	
Sub-Total	10.00	
Plumbing & Mechanical (Interior/Exterior)		
Condition of Plumbing Fixtures (interior and exterior)	4.00	
Condition and Connection Appliances	3.00	
Condition of Clean Outs	2.00	
Condition of vent hood screen	1.00	
Sub-Total	10.00	
Water Heaters		
Combustion Air	2.00	
Condition and Protection of Wiring and Gas Connections	3.00	
Condition of Flue Pipes	2.00	
Condition of Temperature / Pressure Relief Valve / Line	2.00	
Water Supply	1.00	
Sub-Total	10.00	
Heating and Air Conditioning Equipment		
Condition and Protection of Wiring and Gas Connections	3.00	
Condition of Flue Pipes	2.00	
Condition of Filters and Condensate Drains	2.00	
Heating and Air Conditioning (Functional)	3.00	
Sub-Total	10.00	
Total	100.00	

** Accessibility to all electrical, plumbing and mechanical systems are necessary to conduct a proper inspection. If the systems are not accessible, points will be deducted for any criteria that can not be assessed.