



RENTAL HOUSING INSPECTION PLAN

Inspections for the purpose of carrying out the provisions of the Rental Housing Maintenance and Occupancy Ordinance shall be conducted pursuant to the following schedule:

Every other year:

- All mobile homes, renter-occupied

Once every three years:

- Single Family rental property
- Duplex or Triplex
- Four-Plex
- Structures containing five to eight units

Once every four years:

- Structures containing more than eight units

To begin the inspection process, each owner of the above described properties must register that property with the City of Willmar, 333 SW 6th Street, Willmar, Minnesota. At the time of registration a fee shall be paid in accordance with the following fee schedule:

\$80 per building plus \$20 per unit

Upon payment of the fee, the Willmar Building Inspector shall schedule an inspection of the applicable property. If the property is found after the inspection to meet all applicable requirements of the Rental Housing Maintenance and Occupancy Ordinance and the applicable rules and regulations pursuant thereto, an operating license shall be issued and effective as follows:

Mobile Home Renter-Occupied:	Two Years
Single Family Rental Property:	Three Years
Duplex or Triplex:	Three Years
Four-Plex:	Three Years
Five to Eight Unit Structure:	Three Years
More than Eight Unit Structure:	Four Years

Applications to renew the license must be made at least sixty days prior to the expiration date, and the property owners or operators must adhere to provisions of Section XIII of the Rental Housing Maintenance and Occupancy Ordinance regarding licensing.

Whenever it is determined that any property upon inspection fails to meet the requirements set forth in the Rental Housing Maintenance and Occupancy Ordinance or in the applicable rules and regulations issued pursuant thereto, a notice shall be issued to property owner(s) in the manner prescribed by Section XII of the aforementioned Ordinance. The property owner(s) by order of the notice shall be given a certain period of time for the correction of any alleged violation and, upon expiration of said time period, the Willmar Building Inspector shall reinspect the property. If, upon reinspection, the violations are determined not to have been corrected, the City shall issue a notice to the property owner(s) or designated representative informing them that: (1) legal proceedings for the immediate correction of the alleged violations shall be initiated; and/or (2) an order shall be issued that the

property be vacated within 30 days. In addition, the following penalties shall be imposed upon the property owner(s):

First re-inspection – no fine; covered in registration costs

Second re-inspection - \$50 fine

Third re-inspection - \$100 fine, plus \$10.00 per day beginning on the day that alleged violation continues after expiration of the specified reasonable consideration period and extending until alleged violations are corrected.

No Show inspection - \$50 fine

The failure of any owner to comply with the requirements of the Rental Housing Maintenance and Occupancy Ordinance regarding licensing, the undertaking of repairs necessary to correct alleged violations to the Ordinance, and the payment of any penalties assessed shall be referred to the City Attorney of the the City of Willmar for appropriate legal action.

Further, any property owner failing to register for a license shall not occupy or let to another person for occupancy any rental housing unit or mobile home for the purposes of living, sleeping, cooking, or eating therein, for such failure shall be construed as a direct violation of the aforementioned Ordinance, and the following fees shall be imposed until such registration occurs or the property is vacated:

First notification of failure to register property = \$50.00

Second notification of failure to register property = \$75.00

Third notification of failure to register property = \$125.00

After the expiration of the third written notification of failure to register property, the matter shall be referred to the City Attorney of the City of Willmar for appropriate legal action.