

**CITY OF DURAND**  
**RENTAL REGISTRATION & INSPECTION**  
**PROCEDURAL RULES AND POLICIES**

**Adopted by City Council: September 14, 2015**

Amended: February 6, 2023

**Rental Registration Process**

1. City staff will provide a notice of required registration to owners of known/supposed rental property. Property records indicating non-homestead, as well as rental ads, signs, filed utility payment affidavits and common knowledge shall be used to create the city's list of rental properties.
2. If an owner fails to meet the registration requirements, the owner will be in violation of the Rental Inspection Ordinance and subject to further penalty and legal action by the city.
3. When the owner completes the registration procedure, the rental unit(s) data will be entered into the database and a rental inspection will be scheduled.
4. City staff will provide a notice of the required inspection to owner of registered rental property in Rental Inspection Program at least 30 days prior to the scheduled inspection.

**Rental Inspection Process**

1. A trained, qualified inspector will inspect the rental unit and determine if any property maintenance code violations exist.
2. If there are no violations, the inspector provides a report of the inspection to the city staff who will update the city's database and issue a Certificate of Compliance to the owner.
3. If any code violations are noted, the Building Inspector will notify the owner in writing of the violation(s), along with a reasonable timeframe in which the violation(s) should be repaired.
4. Violations which affect the property's habitability may result in a repair order or condemnation order to immediately correct the violation.
5. Once the violations are corrected, the owner will schedule a follow-up inspection within 30 days.
6. After a successful inspection, a Certificate of Compliance is issued.
7. If the violations are not corrected within the time provided, the owner may be issued a citation.

\*Note: It may take several weeks for the process to occur before violations are corrected. The city reserves the right to establish reasonable time frames for correction of violations taking into account weather, complexity, and level of risk.

## Rental Registration/Inspections Fees

Registration:	\$50 for the first unit, plus \$25 for each additional unit within a single premises, with common ownership and management or within recognized apartment complexes
Follow up inspections:	\$70.00 initial inspection and one follow-up inspection will be performed without additional fees. In the case of inspecting apartment complexes where inspections can be scheduled in blocks of 10 or more inspections per visit: \$40.00 per unit. Subsequent, return inspections to ensure compliance shall be charged at the rate of \$70/unit per inspection
Annual Registration Updates/Amendments:	No charge if ownership remains the same.
Coverage:	The initial fee covers the registration and is valid until the resulting certificate of compliance expires
Pro-ration:	There shall be no pro-ration of fees
Failure to Register:	\$250 per unit at a single premises \$750 at a single premises w/ 4 or more units \$1000 at a single premises w/ 10 or more units

## Certificate of Compliance

Certificates of compliance shall be issued upon passing inspection and shall be valid for a period of no less than one calendar year, subject to ongoing compliance. The length of certificate validity shall be based upon the following inspection criteria\*:

**Three year certificate of compliance:** No hazards, no critical issues, and fewer than three qualifying observations are noted during the initial inspection.

**Two year certificate of compliance:** No hazards, one or two critical issues, and/or fewer than six qualifying observations are noted during the initial inspection.

**One year certificate of compliance:** Any hazards, three or more critical issues,

and/or more than six qualifying observations are noted during the initial inspection.

In the event that a single owner has more than 25 rental units located within the City of Durand, and the first 20% of the total units inspected meet the three year certificate of compliance criteria, the City of Durand reserves the right to inspect only 1/3 of the total units each year during the three year cycle. For example: Owner has 90 units. Inspector satisfactorily inspects 18 units and the 18 units receive a three year certificate of compliance, then the city may determine to inspect only 12 more units during year one, then inspect 30 units per year for the next two years.

\*Inspection Criteria: "Hazards", "critical issues", and "qualifying observations" shall be notated on the inspection form. For example, no running water would qualify as a hazard, a minor infestation may constitute a critical issue, and presence of a minor leak may constitute a qualifying observation.