

## **Rental Licensing FAQ's**

### **Program Overview Questions**

1. What is the Rental Licensing Program?

Per [Ordinance 8840](#), adopted by the City Commission on April 1, 2014, the City's Rental Licensing Program regulates all residential dwelling units, structures and premises that are rented by an owner for a tenant's possession or occupancy, with certain exceptions noted in the ordinance. The Program requires owners to submit an [application](#) to obtain a [license](#) for each rental dwelling unit owned, and to renew such licenses on an annual basis. The Program also requires initial inspections of rental dwelling units, structures and premises, as well as cyclical inspections on either a 3 or 6-year cycle, depending on the condition of the units inspected (number of violations found per Ordinance 8840, Sections 6-1314 and 6-1315). Rental dwelling units may also be inspected in response to tenant complaints.

2. Hasn't the City enforced a Rental Licensing Program for many years?

Yes, rental licensing and inspection has been required and enforced since 2002 (per Chapter 6, Article 13 of the City Code), but only for rental units located in single-family zoning districts (RS zoning), with a few exceptions. On April 1, 2014, the City Commission adopted Ordinance 8840 (which replaced Chapter 6, Article 13 with a new Chapter 6, Article 13) that requires rental dwelling units located anywhere in the City to be licensed and inspected. On April 1, 2014, the City Commission also approved [Administrative Regulations](#) (and Appendices) for the expanded program in order to establish general policies and procedures for implementation and administration.

3. When do Ordinance 8840 license regulations become effective?

Rental units previously licensed under the RS zoning program will continue to be licensed under the prior program's schedules and requirements until July 1, 2014. After July 1, 2014, owners of RS-zoned units will be transitioned to the new [license application and renewal schedule](#) outlined in Ordinance 8840 and the Administrative Regulations, and will be required to file a new license application. Licenses issued/renewed after June 30, 2014 will be inspected in accordance with Ordinance 8840 requirements and the Administrative Regulations.

For rental units located outside RS zoning districts, initial licensing will begin on January 2, 2015 and continue through the end of 2015. Rental property owners will be required to file a license application that includes every rental property and dwelling unit they own in accordance with the license application and renewal schedule outlined in Ordinance 8840 and the Administrative Regulations. This schedule requires owners to file their initial license

application during a specified month in 2015, depending on the beginning letter of the owner's last name (if an individual) or owner entity name.

4. How does the new rental program affect a licensee already in the program?

On July 1, 2014, Ordinance 8840 becomes effective and all current licensed single-dwelling rental properties will follow the new regulations.

5. What does RM and RS mean?

RM designates Multi-Dwelling Residential zoning and RS designates Single-Dwelling Residential zoning. Ordinance 8840, establishing the rental and licensing program, applies to all rental units regardless of zoning with exceptions noted in the ordinance.

6. What do I do if I have some rental units already registered under the current RS program and have others located in Non-RS zoning districts that have not been registered yet?

- a. Current RS units will be licensed with a new application beginning in July 2014 according to their prior license renewal schedule. Owners of currently licensed RS properties will be notified by the City in writing of the need to renew and re-license their RS properties 4-5 weeks prior to their RS license expiration date. The transition period will take place from July 2014 through June 2015.
- b. Non-RS units will be licensed with a new application beginning in 2015 per the schedule set forth in the question below.
- c. While not required until 2015, for owners who choose to license non-RS zoned properties with their RS renewals prior to their scheduled time in 2015, the non-RS properties will not expire until 2016 and fees for the non-RS properties will not be required in 2015 when the RS properties are renewed..

7. If I am not registered in the current rental program, will the City be sending out a notice asking me to license my property, or do I need to initiate the licensing?

You should reference the schedule below, contained in the Administrative Regulations, to determine when your properties are required to be licensed and initiate the licensing process.

<b>Registration Name Begins With:</b>	<b>Date License Due:</b>
A, B	January 31, 2015
C, D	February 28, 2015
E, F	March 31, 2015
G, H	April 30, 2015
I, J	May 31, 2015
K, L	June 30, 2015
M, N	July 31, 2015
O, P, Q	August 31, 2015
R, S	September 30, 2015
T, U	October 31, 2015

V, W  
X, Y, Z

November 30, 2015  
December 31, 2015

8. If I have already renewed my rental licenses for 2014, do I wait for the renewal packet to be mailed to me, or do I send in my renewal documents now?

You should wait until the license renewal packet is mailed to you in 2015.

9. What qualifications do the City's inspectors have?

Inspection staff are required to obtain the International Code Council (ICC) Property Maintenance and Housing Inspector certification and one additional trade certification either in mechanical, building, plumbing or electrical within 24 months of hire.

10. If few or no Rental Program violations are found during the City's inspection of my unit/s, will I be rewarded for maintaining my property in a code compliant manner?

Per Section 6-1312 of Ordinance 8840 and the Administrative Regulations, if not more than five of the 27 listed Rental Program standards are found to be in violation in any dwelling unit inspected as part of a required dwelling unit inspection sample, then all residential rental property licensed by that owner will be exempt from inspection for a period of six calendar years instead of three calendar years (exemption does not apply to any inspection made as a result of a complaint made during the exempted period).

### **Licensing and Fee Questions**

11. Are there fees for licensing?

Yes, there are fees for initial licensing of rental units, subsequent annual license renewals and any required rental property inspections. Initial and annual license renewal fees range from \$14 to \$17 per licensed unit, depending on the number of units licensed by a single owner or entity, per the attached Ordinance 8840 [fee schedule](#). There is also a \$50 inspection fee for each required dwelling unit inspection paid in the year in which an inspection is required, which covers the cost of the initial inspection and one re-inspection. Additional inspection fees will be charged for required re-inspections beyond the first.

12. I heard that I will have to post a copy of my license in every rental unit. Is that accurate?

Licensees are not required to post copies of the license in dwelling units, on buildings or on residential property premises. However, Ordinance 8840 requires that the rental license be maintained by the licensee on the rental property premises, if possible, or at the licensee's principal place of business, and be made available, upon request, to any tenant of a dwelling unit or to a City code official.

13. Is there a cost to file an appeal of a notice of license denial, notice of violation, notice of probation or a notice of revocation?

Yes, there is a \$25 docketing fee.

14. Is renting to immediate family exempt from licensing requirements?

If the owner of record of the property does not live at the property but an immediate family member lives there (someone related by blood, marriage or adoption), the property is exempt from rental licensing requirements. Should the family member have an unrelated roommate, the property is then considered a rental and must be licensed accordingly. If the owner of record lives at the property and has roommates, the property is exempt from the rental licensing requirements.

15. Do you register duplex addresses separately?

A duplex is considered one structure with two separate dwelling units. One license application will be filed, but each dwelling unit is licensed.

16. If an owner employs a property manager to oversee and maintain their rental property, how involved must an owner be in licensing his or her properties, and what can a property manager or agent do?

The property manager or agent may complete the application, receive notices and other correspondence, schedule inspections, attend inspections, file notices of appeal and attend appeal hearings on behalf of the owner. However, the owner must sign the license application. All correspondence will be sent to the party or parties designated on the application.

17. Is the last name of the property owner used for licensing purposes?

Yes, the licensing process is based on the property owner's last name. In situations where a corporation, L.L.C. or another entity owns the property, the ownership name provided on the rental application determines how the property is licensed and renewed.

18. Is my property required to be licensed if it is currently under a contract to be purchased by the tenant?

Yes, the property is required to be licensed until the tenant-purchaser's name is recorded with the Douglas County Register of Deed's Office and appears on the county record as being the owner of the property.

### **Inspection Questions**

19. Will the City inspect every licensed rental unit?

In the year when an owner's licensed dwelling units are scheduled for inspection (the initial inspection or subsequent license renewal inspections on a required 3 or 6-year cycle), the City will select and inspect 10%, rounded up to the next whole number, but not to exceed 15, of the total number of dwelling units licensed by the owner/licensee. If more than five of the 27 violations listed in Section 6-1314 and 6-1315 are found during inspection of any unit in the sample, the City may select and inspect an additional 10%, rounded up to the next whole number, not to exceed 15. To minimize any inconvenience caused to tenants by inspections, the City will make a reasonable effort to prioritize in its selection of units "Qualified Vacant Units", as defined in [Section 6-1302](#), as well as the oldest of the units within the pool of units to inspect.

*Example 1:* In September 2015, rental property owner Joe Schmoe, an individual, licenses 34 total dwelling units housed within three fourplexes, three triplexes, four duplexes and five single family homes at various locations throughout the City. Mr. Schmoe is scheduled for initial dwelling unit inspections in late 2015. In this case, the City will select four licensed units for inspection (10% of total owned, rounded up to next whole number). Because Mr. Schmoe has identified two Qualified Vacant Units, those units will be included in the inspection sample. If, upon inspection, none of the four inspected units has more than five violations per Sections 6-1314 and 6-1315, no additional units will be selected for inspection. If the number of violations per Sections 6-1314 and 6-1315 exceeds five in any of the four inspected units, an additional four units may be inspected.

*Example 2:* In February 2015, Doe Enterprises licenses two large apartment complexes with 350 total units (175 units in each complex). The complexes are scheduled for initial inspections during January 2016. Although 10% of the total 350 units would be 35 units, the City will select only 15 units for inspection (split between the two complexes) since 15 is the cap. Four units have been identified by Doe Enterprises as Qualified Vacant Units, which will be included in the 15-unit inspection sample selected by the City. If, upon inspection, none of the 15 inspected units has more than five violations per Sections 6-1314 and 6-1315, no additional units will be selected for inspection. If the number of violations per Sections 6-1314 and 6-1315 exceeds five in any of the 15 inspected units, an additional 15 units may be inspected.

*Example 3:* During November 2015, Kilroy Washere, an individual, licenses one duplex in North Lawrence and one triplex in the Oread area. Initial property inspections are based on the age of the units and are scheduled during September 2016, and all units are occupied. In this case, the City will select one unit for inspection (10% of five units, rounded up to the next whole number). The inspected unit has seven violations per Sections 6-1314 and 6-1315, so another unit is selected for inspection, and only two violations are found. No additional units will be selected for inspection.

20. Is the owner or agent required to be present during the inspection?

Yes, the owner or agent is required to be present for the inspection. The tenant is not required to be present, but they do have the option to do so. Should the owner or agent not show up for the scheduled appointment and fail to notify city staff seven days prior to the inspection, a failure to appear fee of \$25 will be assessed to the property owner of record.

21. When will initial inspections begin for rental properties located in non-RS zoning districts?

Initial inspections for non-RS zoned rental properties licensed during 2015 will not begin until July 1, 2015. Inspections for all licensed rental properties will be completed over a 3-year period per the [inspection schedule](#) set forth in the Administrative Regulations. The inspection schedule requires inspections to take place in either the first, second or third year, depending on the beginning letter of the owner's last name (if an individual) or owner entity name.

22. When will required inspections for rental properties previously licensed under the RS zoning rental licensing program occur?

Rental units previously licensed under the RS zoning program will continue to be inspected under their current schedule. Beginning July 1, 2014, they will be transitioned to the inspection schedule contained in the Administrative Regulations, but they will not be inspected sooner than three years from the date of their last inspection. Those properties inspected after July 1, 2014 may qualify for the incentive per Section 6-1312 of Ordinance 8840 and the Administrative Regulations.

23. Will an inspection be required for newly constructed or substantially renovated/reconstructed rental units or buildings?

No, Ordinance 8840 exempts residential rental property that is "New Construction" or that has undergone "Major Reconstruction" (as those terms are defined in Section 6-1302 of Ordinance 8840) for a period of six years from the date of the approved final inspection on a valid building permit issued by the City for the construction or reconstruction. The date of approved final inspection will be applied retroactively to such structures. Such structures are required to be licensed and pay the license fees.

24. How will the City coordinate required inspections with owners and tenants?

Generally, the City will notify the owner/licensee that they have units due for inspection at the time of initial licensing or as part of their license renewal process. It is the owner's responsibility to contact the City to schedule inspection dates and times. In no event will the City inspect with less than a 72-hour notice, unless the tenant (if occupied) or owner (if vacant) consent to shorter notice.

The owner is requested to coordinate inspection dates and times with tenants; however, the owner will have no legal obligation to obtain from any tenant, on behalf of the City, consent

for the City to perform any inspection or re-inspection. If the City obtains from the tenant written consent to perform any inspection or re-inspection, it will be on the [Consent for Inspection Form](#) attached as Appendix D to the Administrative Regulations. An owner will not be penalized where any inspection or re-inspection is delayed as the result of the actions of a tenant.

25. Can City staff do pre-inspections?

Workload will determine if pre-inspections can be performed. In most cases, pre-inspections will not be possible. Instead the [Inspection Form Guidelines](#) have been developed to aid an owner or agent in completing their own pre-inspection. The "What to Expect" [brochure](#) is also intended to aid a landlord when an inspection is due.

26. If I have multiple properties/dwelling units that are simultaneously due for inspection, and they are located in various parts of the City, how will that be coordinated with the City?

City staff will work closely with the owner/licensee to coordinate inspection schedules that are efficient for both the owner/licensee and City staff. Required inspections may be coordinated on a single day or over multiple days, or with various inspectors if it makes the process more timely and efficient.

27. Can smoke alarms be installed at the time the inspection is being conducted?

Yes. Certain minor corrections such as battery replacement, installing switch plate covers, and even installing smoke alarms can be corrected during an inspection. If they are corrected on site, the inspection violation report will not cite the violation that has been corrected.

28. What can a landlord or property manager do to facilitate the inspection?

Coordinating and informing tenant(s) about the city's program will help manage expectations about the inspection. In addition, completing a pre-inspection walk-through of the unit using the city's [checklist](#) prior to the city's inspection and bringing a supply of materials, such as batteries for smoke alarms and cover plates for outlets, to correct the commonly found violations during the inspection, will reduce the possibility of being cited by the city inspector.

29. Will the Rental Inspector make video recordings or take photographs during inspections?

The Rental Inspector will not make video recordings or take photographs. The Inspector is there to inspect and document Rental Program violations or Property Maintenance Code violations only, and video or photographs are generally unnecessary. Only in cases where an extreme life safety issue or immediate hazard exists, or where compliance by the owner or tenant is not making progress, might a photograph be taken, and usually with the tenant's consent.

30. In Lawrence, July and August are typically high rental turnover and leasing months. Will rental inspections be required during these months?

Experience shows that some landlords prefer this time period to have their units inspected and some find it challenging. Per the Administrative Regulations promulgated by the City Commission, required rental property inspections will not be conducted during July or August, unless requested by the property owner. However, the City may inspect during these months in response to a tenant complaint.

31. With regard to the qualified vacant units, is the City keeping track of which units have been inspected?

Yes, the City will maintain a historical database that tracks which licensed units, including qualified vacant units, have been inspected in previous years. A qualified vacant unit is one that is not occupied by a tenant at the time your inspection is due. The owner will get a notice that the license is due for renewal and that an inspection is required. The owner will contact city staff to schedule an inspection, and at that time will declare that one or more units are not occupied. If the unit(s) have not previously been inspected, they are eligible to be inspected during that year. This was meant to lessen the burden on the tenant, landlord and staff conducting the inspection. If there are no qualified units available, City staff will inspect the oldest units that are identified on the application or pick a random sample of the remaining units if they are of the same age.

32. Are vacant units required to be licensed.

Yes, vacant units are required to be licensed.

33. What if a tenant and/or owner cannot be present for an inspection between 8:00 and 5:00 Monday through Friday? Will inspections be able to be performed after 5:00 p.m. or on Saturdays?

Owning and operating a rental property is a business and inspections should be able to be conducted during normal business hours. Inspections will be scheduled Monday through Friday between the hours of 8:00 a.m. and 5:00 p.m. City staff makes every effort to work with the owners' and tenants' schedules. It is not required that the tenant be present for the inspection, but they do have the option to be there. Most landlords prefer to facilitate the time with their tenants, but city staff is available to assist any way they can to coordinate a convenient inspection date and time within normal business hours.

34. Are Section 8 properties exempt from City inspection?

Section 8 properties are exempt from the inspection process as they are inspected annually by the Lawrence – Douglas County Housing Authority. Section 8 properties must be licensed annually but are exempt from paying the license fee.



35. Are Section 8 properties subject to inspection if a tenant files a complaint with the City?

City staff will contact the Lawrence–Douglas County Housing Authority to inform them that a complaint has been filed with the City. A coordinated effort will be completed to ensure the dwelling unit is compliant with all ordinance and Property Maintenance Code regulations.

**Code and Violation Questions**

36. What rental property codes and/or conditions will be enforced under the Rental Program?

Ordinance 8840 lists 27 standards in [Sections 6-1314 and 6-1315](#). City Rental Inspectors will apply these 27 standards upon inspection of a rental unit, any common areas and the exterior building and premises. The inspector may also observe and note other violations of the City's [Property Maintenance Code](#) (Chapter 9, Article 6 of the City Code), but such violations will not affect the owner's license in a negative way. The 27 standards listed in Sections 6-1314 and 6-1315, as well as other possible Property Maintenance Code violations, are identified on an [Inspection Form and Checklist](#) and an [Inspection Guide for Residential Rental Property](#), both of which were adopted by the City Commission as Appendices to the Administrative Regulations.

37. How will I be notified of violations found during rental unit inspections?

When violations per Sections 6-1314 or 6-1315 are found during an inspection (and are not corrected during the inspection), the Rental Inspector will issue, via email or regular U.S. mail, a written Notice of Violation on the [Inspection Form and Checklist](#) included in Appendix C of the Administrative Regulations. If violations of the Property Maintenance Code, outside of Ordinance 8840 Sections 6-1314 or 6-1315 are found, the inspector will email or mail via U.S. mail a separate Notice of Violation under the City's regular Property Maintenance Code enforcement program.

38. How long will I be given to correct violations found during inspection?

Generally, the written Notice of Violation issued by the City will give the owner 30 days to correct violations, although reasonable extensions of time may be requested in writing by the owner and may be granted by the City depending on the circumstances (such as for weather/seasonal factors or the availability of contractors hired by the owner to complete remediation work). If a noted violation poses an imminent threat to life, safety or health (such as an unvented gas appliance, dangerous electrical wiring or a collapsed/backed up sanitary sewer line), the City may require correction in less than 30 days.

39. Can a tenant be cited for a violation?

If it can be determined that the tenant is the cause of a violation, a Notice of Violation may be issued to the tenant instead of to the owner.

40. What if I disagree with a Notice of License Denial or a Notice of Violation issued by the City?

Section 6-1317 of Ordinance 8840 allows any owner/licensee or tenant aggrieved by an action of the City in issuing a Notice of License Denial or a Notice of Violation to appeal such action to the Building Code Board of Appeals, provided a notice of appeal is filed with the Planning & Development Services Department within 14 days of the date of the Notice. A \$25 docking fee will be charged at the time of filing. A [Notice of Appeal](#) form is available from the City to aid in making the appeal.

41. What are the possible consequences if a rental property owner fails to license or correct violations of Sections 6-1314 or 6-1315?

Failure to license a residential rental property prior to renting, leasing, subleasing or letting to any tenant may be considered an unlawful act and may be prosecuted in municipal court as a municipal offense which may result in court costs, fines and/or jail time being administered by the Municipal Court judge. Renting, leasing, subleasing or letting to any tenant a residential rental property that has one or more of the violations listed in Sections 6-1314 or 6-1315 may also be prosecuted in municipal court. Failure to correct violations of Section 6-1314 or 6-1315 within a reasonable time, as identified in a Notice of Violation, may be cause for the City Code Official or, in the case of an appeal from a Notice of Violation, the Building Code Board of Appeals, to place a rental license on probation or to revoke a rental license per [Sections 6-1318 or 6-1319](#).

42. Will inspection regulations be updated every time new codes come into effect?

The 27 standards that were created to apply to rental inspections are separate from the City's adopted Property Maintenance Code and building codes. As the Property Maintenance Code and/or building codes are updated, it will be the discretion of the City Commission as to whether the rental standards are revised.

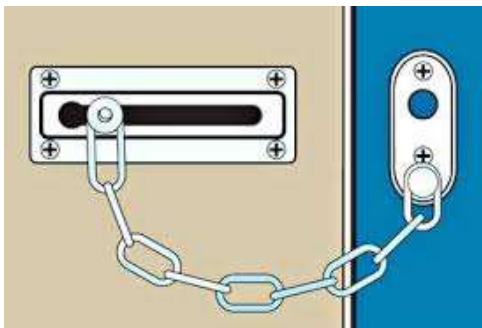
43. What is an acceptable lock to secure an exterior entry door to a dwelling or to a door providing access to a dwelling unit from a common interior hallway?

The following types of locks are acceptable:

- a) Dead bolt locks designed to be readily openable from the side from which egress is to be made without the need for keys, special knowledge or effort and having a minimum lock throw of one inch.
- b) Surface mounted vertical or horizontal deadbolt locks such as those shown below.



c) Chain, door limiters and bolt type locks, as shown below, are not acceptable.



### Consent Questions

44. Will the consent form come with the renewal notice?

Yes. If your property is due for an inspection, a consent form will be included with the renewal notice or initial application packet. The form is also available on the City's website.

45. If a tenant refuses to sign consent, can the property owner sign instead?

No. Tenant consent is required for city staff to enter the unit to inspect.

46. Can consent for inspection be signed at the time the lease agreement is signed?

Tenant consent for the inspection must be signed within 30 days of the inspection being conducted.

47. If a parent signs the lease as a co-signer, are they able to sign the consent form?

The person who is in possession and control of the unit (tenant) must sign the consent form.

48. Does the specific tenant who signed the consent form need to be present for the inspection?

Tenants are not required to be present during the inspection.

49. Will text or email from a tenant be accepted as documentation of consent for inspection?

Consent must be provided on the form provided by the City. The completed form can be emailed, faxed, mailed or provided to the inspector at the time of the inspection.

50. What if the tenant refuses to sign the consent form?

The City may seek to inspect the property by pursuing an administrative search warrant through the District Court of Douglas County or by other lawful means.

51. If an administrative search warrant is sought and issued, will the search warrant be registered in the name of the tenant or the property owner?

Search warrants are issued for the property address is not in the name of the property owner or tenant

52. How does the rental program apply to rent by room rentals and consent, if the tenant who signs the consent form doesn't have access to other rooms?

It is expected that all rooms of a dwelling unit will be accessible to City staff when the consent form is signed by a tenant. If any room is locked, not accessible or consent is refused, the inspection may be considered incomplete.

### **Tenant Related Questions**

53. Can the tenant be cited for a violation? How does the landlord find out if such a violation is issued?

Yes, tenants can be cited for a violation that they have created such as inoperable vehicles, exterior storage of items and upholstered furniture on porches. If such violations are found during the rental inspection, City staff will verbally inform the owner or resident agent that the violations will be cited against the tenant.

54. Does the tenant get notified if the landlord is cited for a violation?

Usually a tenant will not get notified of violations cited against a landlord. Tenants do have the right to request a copy of the inspection results since the inspection records are considered a public record.

55. Would/could the landlord be liable for a tenant violation?

A landlord could be liable for a tenant violation if the tenant no longer lives at the property and the violation is not corrected.

56. Are rental units restricted in the number of tenants living in the unit?

Occupancy limits are a function of the Land Development Code (zoning) standards. The maximum number of allowed occupants is determined by the zoning district and use of the structure. RS (single-family) districts permit up to 3 unrelated occupants in a dwelling unit. Other districts permit up to 4 unrelated occupants. A congregate living structure may permit occupancies that exceed these limits and are established at time of site planning the use. Section 20-601(d) of the city code establishes the specific occupancy standards.

(i) Occupancy means residing or sleeping at a Dwelling Unit the majority of a person's time. Unless otherwise expressly stated herein, all Dwelling Units shall comply with the Occupancy Limits of the following table:

Zoning District	Maximum Number of Unrelated <sup>[1]</sup> Occupants per Dwelling Unit
RS	3
RSO	3
RM	4
RMG	NA
RMO	4
Commercial	Detached Dwelling – 3 All other housing types – 4
Industrial	Detached Dwelling – 3 All other housing types – 4
MU	4
GPI	3

Zoning District	Maximum Number of Unrelated <sup>[1]</sup> Occupants per Dwelling Unit
H	3
PUD[name]	Detached Dwelling – 3 All other housing types – 4
PRD[name]	Detached Dwelling – 3 All other housing types – 4
PCD[name]	Detached Dwelling – 3 All other housing types – 4
PID[name]	Detached Dwelling – 3 All other housing types – 4
POD[name]	Detached Dwelling – 3 All other housing types – 4
UR	Detached Dwelling – 3 All other housing types – 4
U/U-KU	Detached Dwelling – 3 All other housing types – 4
OS	Detached Dwelling – 3 All other housing types – 4
Lawrence SmartCode	Per SmartCode
Overlay	Determined by base zoning district
[1] Persons not related by blood, marriage, or adoption.	

(ii) Occupancy Limits established by this Section shall not apply to the following Uses: Congregate Living, Dormitory, Fraternity or Sorority House, Group Home (General or Limited), Motel, Hotel, Extended Stay, and Bed and Breakfast.

(iii) The Occupancy Limits established by this subsection shall be effective commencing August 1, 2015. Until August 1, 2015, the Occupancy Limits in effect as of January 1, 2013, as set forth in the Code of the City of Lawrence, 2011 Edition, and amendments thereto, shall remain in effect.

57. If I own property that my office assistant or another employee lives in and the unit is a non-revenue unit to me, am I required to register that dwelling unit as a rental?

Yes. All dwelling units not occupied by the owner of record or their immediate family member(s) must be licensed, unless otherwise exempt by the ordinance.

58. Can the owner use the inspection results from the City's inspection as evidence for eviction proceedings to get a tenant evicted if tenant-related damage is noted?

The eviction process is a civil matter between a landlord and tenant.

59. Will the City be communicating elements of this program to tenants?

Each September the City will mail a postcard to every licensed dwelling unit. The postcard will provide residents of the dwelling unit with a website address that contains general information about the Rental Licensing Program and relevant contact information for reporting any suspected violations of the City Code to the city.