



# Rental Housing Certification

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# Rental Housing Certification





### Legislative Evaluation

City Council  
determined that  
rental housing  
standards are  
required for health  
and safety.

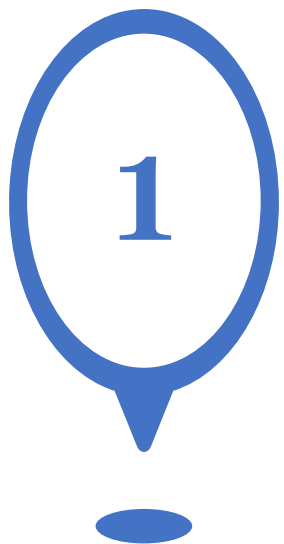
# Milan Rental Housing Data

- Estimated **27%** of city households are renter occupied
- 719 households self-reported as rental tenants
- 9 multifamily apartment properties
- 110 single family homes claiming < 100% PRE
  - Detached homes & site condominiums
  - Attached condominiums
  - Mobile homes

\*Sources: US Census Bureau 2020 American Community Survey; City of Milan Assessor's Office





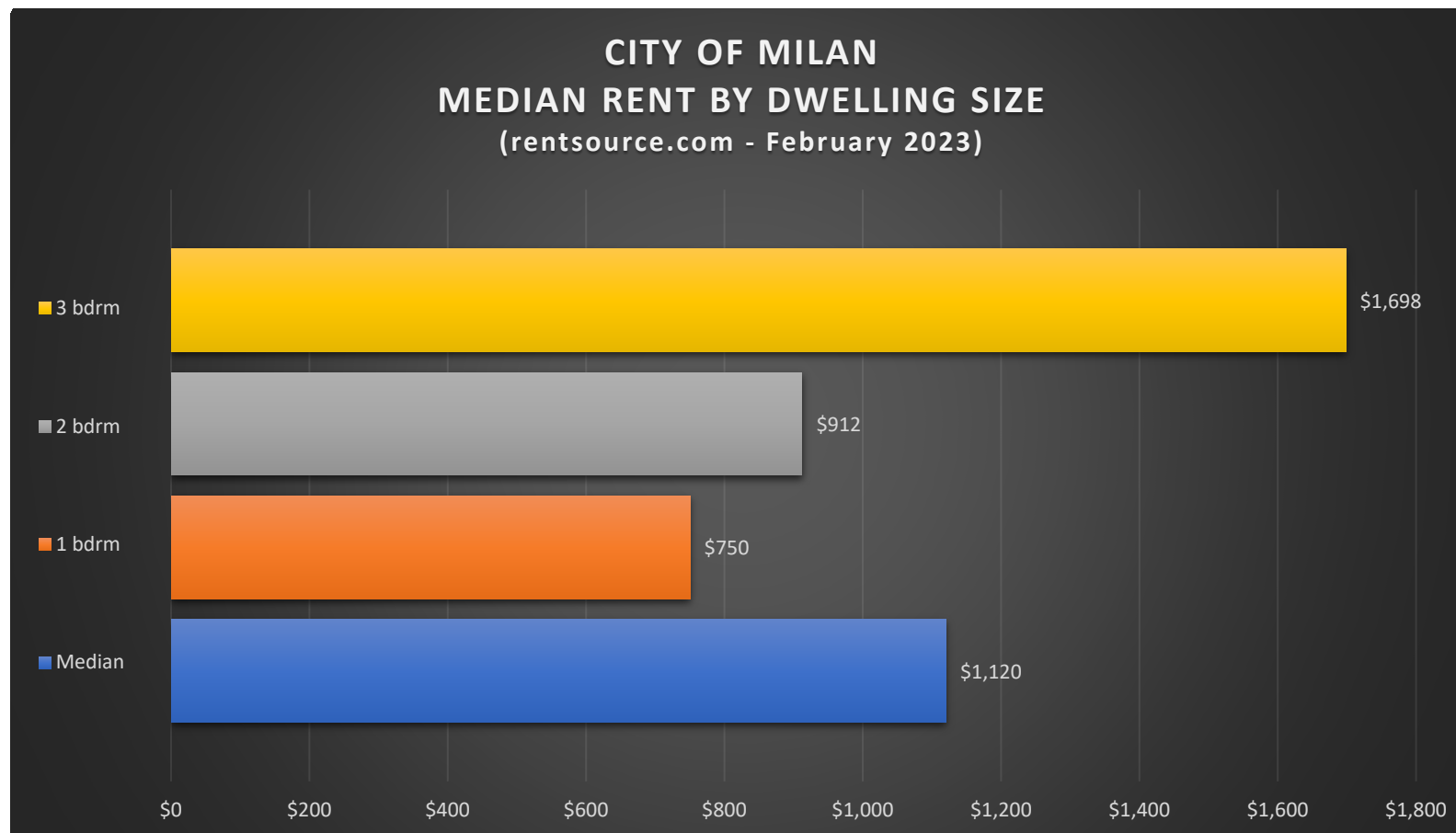


## Legislative Evaluation

City Council determined that rental housing standards are required for health and safety.

# City of Milan Housing Rent Data

- Median Rent = \$1,120/month\*



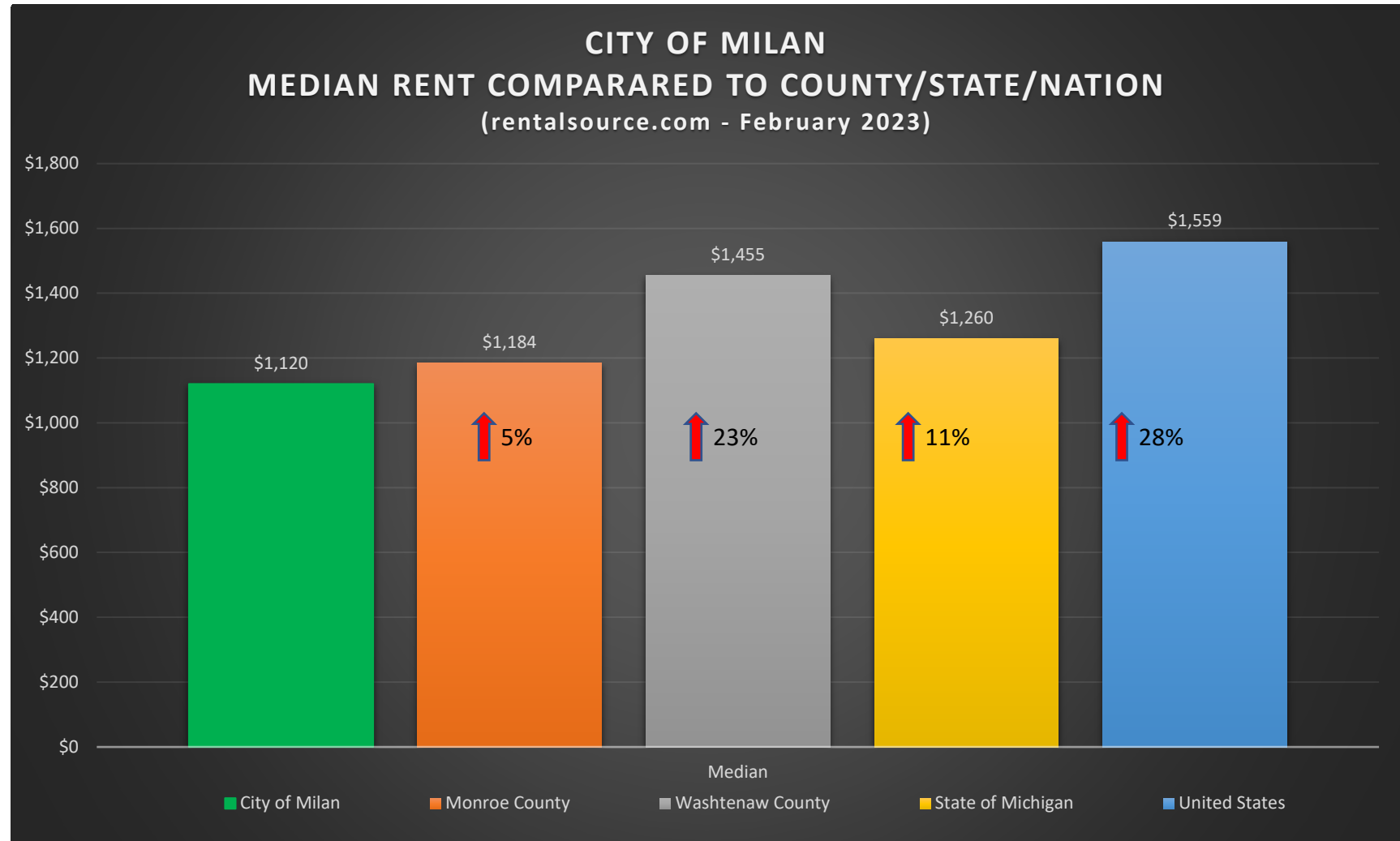
\*Source: rentalsource.com – February 2023

# City of Milan Housing Rent Data

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## Legislative Evaluation

City Council determined that rental housing standards are required for health and safety.



\*Sources: rentalsource.com February 2023

# Ordinance Adoption



Ordinance No. 2022-05:

- Establishes responsibilities and duties of landlords and tenants essential to make such dwellings safe, sanitary, and fit for human habitation;
- Provides for the registration of rental dwellings with the Community Development Department;
- Provides for biennial property maintenance inspections;
- Requires a certificate of compliance in order to occupy residential rental structures and units;
- Designates civil penalties for violations of the ordinance.



## **Legislative Adoption**

City Council  
adopted a Property  
Maintenance Code  
and Rental  
Housing  
Certification  
ordinance.

# Ordinance Adoption



## **Legislative Adoption**

City Council  
adopted a Property  
Maintenance Code  
and Rental  
Housing  
Certification  
ordinance.

- Property Maintenance Code (IPMC 2021 Edition)
  - If it's broken...then fix it!
    - Deferred maintenance can become a BIG problem!
  - Maintain it INSIDE & OUTSIDE as originally designed and approved when constructed.
  - No blanket code upgrades.
    - Certain upgrades may be triggered by specific repairs or improvements.
  - Certain mandatory safety improvements
    - Smoke alarms, Carbon Monoxide alarms



# Ordinance Adoption



## Legislative Adoption

City Council  
adopted a Property  
Maintenance Code  
and Rental  
Housing  
Certification  
ordinance.

- Rental Housing Certification Code
  - Adopted on August 8, 2022 following 6 months of public discussion and two formal readings with public input
  - Phased implementation 2023-2024
  - Certification Cycle:
    - Standard: 24 months
    - Incentive Bonus: +12 months = 36 months total
  - All types of rental housing included (single family houses, condominiums, apartments, mobile homes, etc.)





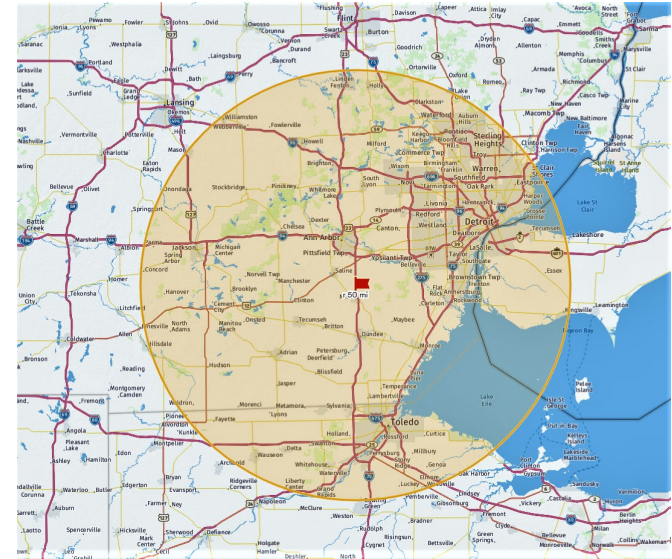
# Ordinance Adoption

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## Legislative Adoption

City Council adopted a Property Maintenance Code and Rental Housing Certification ordinance.

- Rental Housing Certification Code
  - Responsible Local Agent
    - REQUIRED WHEN PROPERTY OWNER RESIDES MORE THAN 50 MILES AWAY
    - Optional and acceptable at any time
  - Fee Schedule adopted with ordinance
    - Fees designed and allocated to cover costs
    - One-time registration fee for the life of ownership
    - Recurring inspection fees for biennial certification and renewals





### Landlord Outreach

Introduce the Certification Process and Property Maintenance Standards.

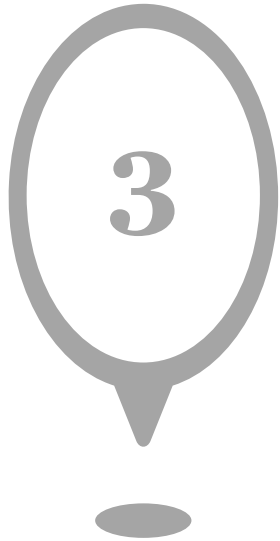
# Landlord/Owner Outreach

## City of Milan Projected Compliance Costs

Single Family 3-Bedroom Home		Fees		
Registration		\$100		
Biennial Inspection		\$150		
One Reinspection		\$60		
TOTAL		\$310		
			Monthly Dollar Amount	% of \$1,698 median rent
MONTHLY COST		1ST CYCLE + REGISTRATION	\$12.92	0.76%
MONTHLY COST		SUBSEQUENT CYCLES	\$8.75	0.52%
Multifamily Apt Bldg with Eight 2-bdrm Units		Fees		
Registration		\$150		
Biennial Bldg Inspection		\$125	(\$125 X 1)	
Biennial Unit Inspections (8)		\$600	(\$75 X 8)	
Biennial Accessory Facility Inspections (3)		\$210	(\$70 X 3)	
One Reinspection Each (12)		\$720	(\$60 X 12)	
TOTAL		\$1,805		
			Monthly Dollar Amount	% of \$912 median rent
MONTHLY COST		1ST CYCLE + REGISTRATION	\$9.40	1.03%
MONTHLY COST		SUBSEQUENT CYCLES	\$8.62	0.95%



# Landlord/Owner Outreach



## Landlord Outreach

Introduce the Certification Process and Property Maintenance Standards.

- Property Maintenance Code Inspection Categories
  - General Requirements
  - Light, Ventilation and Occupancy Limitations
  - Plumbing Facilities and Fixtures Requirements
  - Mechanical and Electrical Requirements
  - Fire Safety Requirements





### **Property Registration**

Identify and  
register all forms of  
rental housing.  
One-time  
registration good  
for the life of  
property  
ownership.

# One-Time Property Registration Fee

- Single Family Houses = one registration form @ \$100 each
  - Includes detached site condos and attached condos
- Duplex Houses = one registration form @ \$125 each
  - Includes both dwelling units
- Multifamily Apartment Complexes = one registration form per building @ \$150 each
  - Includes all dwelling units and accessory facilities in the building

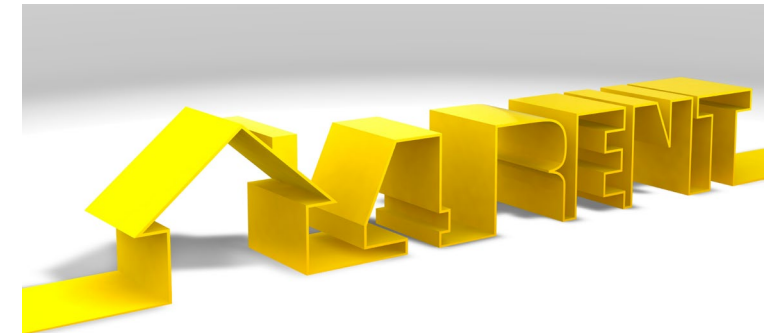


### **Property Inspection**

Schedule and  
conduct biennial  
inspections with  
Landlords or  
Responsible Local  
Agents.

# Recurring Biennial Inspection Fees

- Single Family Houses = \$150 Exterior & Interior
- Duplex Houses = \$75 Exterior + \$75 Interior per dwelling unit
- Multifamily Apartment Complexes
  - \$125 each Building Exterior & Grounds
  - \$75 each dwelling unit
  - \$70 each Accessory Facility (mechanical/boiler/laundry/etc)
- All Re-Inspections = \$60 each







### Property Inspection

Schedule and  
conduct biennial  
inspections with  
Landlords or  
Responsible Local  
Agents.

# Recurring Biennial-Triennial Inspection Fees

- Fuel-Fired Appliance Safety Certification by a licensed mechanical contactor (heat exchanger-flue exhaust vent)
- Appointment No-Show/Lock-Out Fee = Scheduled Inspection Fee
- Late Cancellation Fee <72 hrs notice = \$25 (one free per cycle)
- Tenant Complaint = \$75
  - Billed to Owner if Code Violations are verified
  - Billed to Tenant if No Code Violations are verified
- **Inspection fees must be paid prior to the inspection date**

# Property Maintenance Code

<https://www.iccsafe.org/>



## Property Inspection

Schedule and conduct biennial inspections with Landlords or Responsible Local Agents.

Chapter	Subjects
1	Scope and Administration
2	Definitions
3	General Requirements
4	Light, Ventilation and Occupancy Limitations
5	Plumbing Facilities and Fixture Requirements
6	Mechanical and Electrical Requirements
7	Fire Safety Requirements
8	Referenced Standards
Appendix A	Boarding Standard
Appendix B	Board of Appeals

# Property Inspection Detail



## Property Inspection

Schedule and conduct biennial inspections with Landlords or Responsible Local Agents.

- Chapter 3 – General Requirements
  - . 301 General
  - . 302 Exterior Property Areas
  - . 303 Swimming Pools, Spas and Hot Tubs
  - . 304 Exterior Structure
  - . 305 Interior Structure
  - . 306 Component Serviceability
  - . 307 Handrails and Guardrails
  - . 308 Rubbish and Garbage
  - . 309 Pest Elimination



# Property Inspection Detail



## **Property Inspection**

Schedule and  
conduct biennial  
inspections with  
Landlords or  
Responsible Local  
Agents.

- Chapter 4 – Light, Ventilation and Occupancy Limitations
  - . 401 General
  - . 402 Light
  - . 403 Ventilation
  - . 404 Occupancy Limitations



# Property Inspection Detail

5

## Property Inspection

Schedule and conduct biennial inspections with Landlords or Responsible Local Agents.

- Chapter 5 – Plumbing Facilities and Fixture Requirements
  - . 501 General
  - . 502 Required Facilities
  - . 503 Toilet Rooms
  - . 504 Plumbing Systems and Fixtures
  - . 505 Water Systems
  - . 506 Sanitary Drainage Systems
  - . 507 Storm Drainage





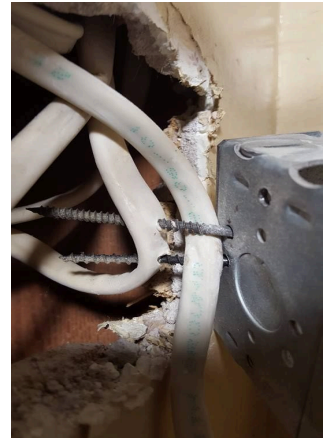
# Property Inspection Detail

5

## Property Inspection

Schedule and conduct biennial inspections with Landlords or Responsible Local Agents.

- Chapter 6 – Mechanical and Electrical Requirements
  - . 601 General
  - . 602 Heating Facilities
  - . 603 Mechanical Equipment
  - . 604 Electrical Facilities
  - . 605 Electrical Equipment
  - . 606 Elevators, Escalators and Dumbwaiters
  - . 607 Duct Systems



# Property Inspection Detail

5

## Property Inspection

Schedule and conduct biennial inspections with Landlords or Responsible Local Agents.

- Chapter 7 – Fire Safety Requirements
  - . 701 General
  - . 702 Means of Egress
  - . 703 Fire Resistance Ratings
  - . 704 Fire Protection Systems
  - . 705 Carbon Monoxide Alarms and Detection



## CARBON MONOXIDE (CO) POISONING



# Property Certification



## Property Certification

Verify code compliance and certify properties for 2-3 years each cycle.

- Inspection Report Issued to Landlord/Responsible Agent
  - Reasonable period of time given to make repairs
    - Life/Safety = Up to 7 days (may be immediate if necessary)
    - Non-Life/Safety = 28 days (may be extended for good cause)
  - Re-Inspection to verify corrections/repairs
  - Additional re-inspections **should not be necessary** unless all corrections/repairs previously cited were not completed properly



# Property Certification

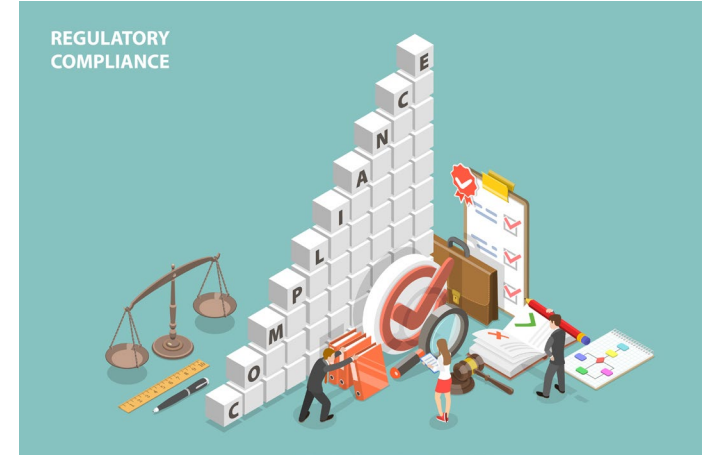


## Property Certification

Verify code compliance and certify properties for 2-3 years each cycle.

### Certificate of Compliance Issued

- Code compliance has been verified
- All fees have been paid
- The certification period begins on the scheduled date of the initial inspection regardless of how long it takes to achieve code compliance



# Property Certification

## Certificate of Compliance Duration



### Property Certification

Verify code compliance and certify properties for 2-3 years each cycle.

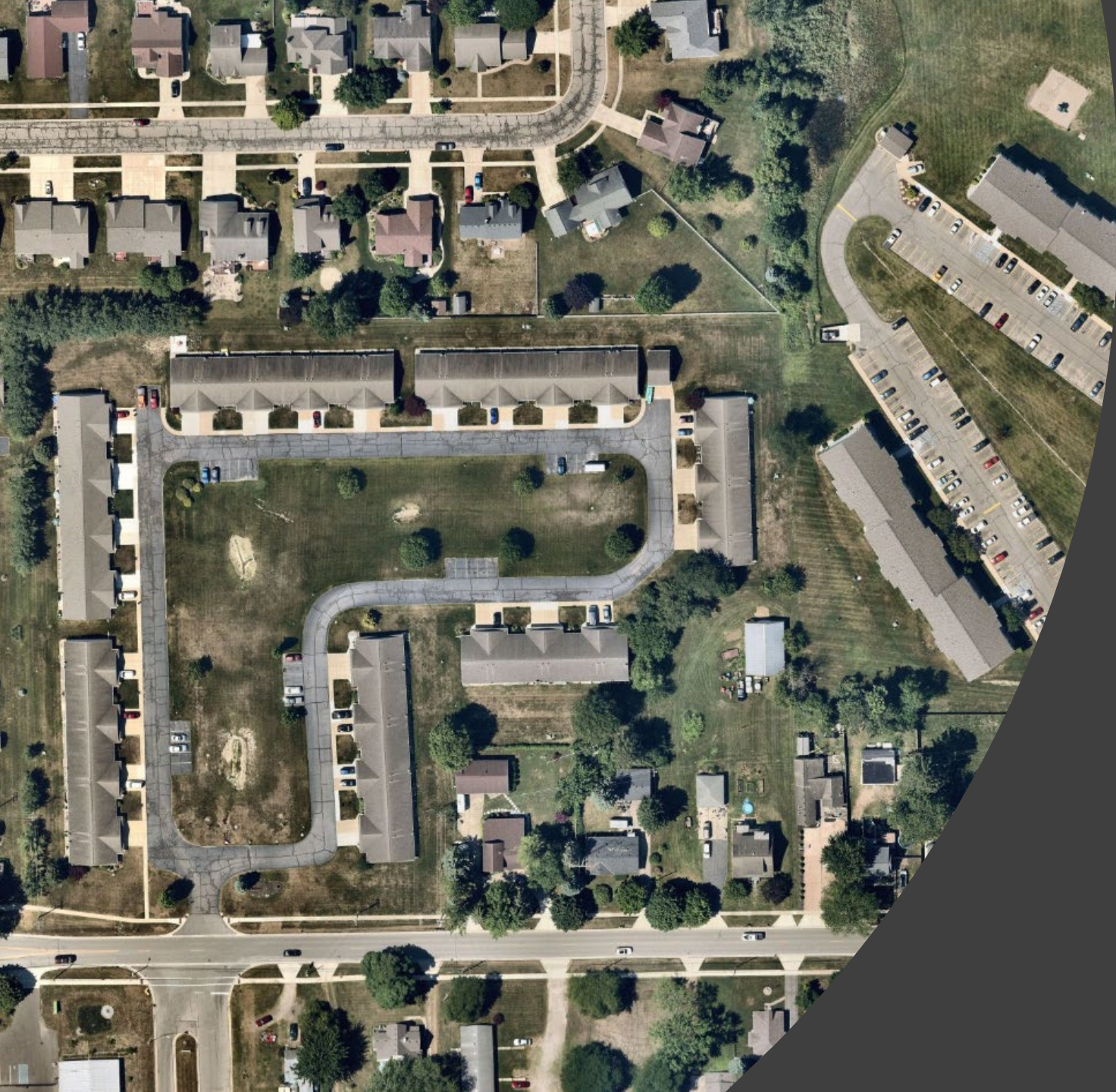
- Standard 24-month certification period
- +12-month **Incentive Bonus** shall be granted when:
  - No life/safety code violations cited during initial inspection
  - No more than four (4) non-life/safety violations cited
  - All violations corrected by first re-inspection date
  - No outstanding fees, fines, or delinquent taxes
  - Required permits obtained when necessary

**INSPECTION**

☒ **PASSED**  
☐ **FAIL**







# Rental Housing Certification

