

## **Obtaining your Rental Certificate of Occupancy**

The Property Maintenance Official will contact you when your rental property is registered. When contacted, a date and time will be scheduled for an inspection. The inspector will check all aspects of the property, including structural members, electrical facilities, water supply, sewer drainage, surface areas interior & exterior (floors, walls, ceilings, decks, porches, etc...), roofs & drainage, and mechanical equipment such as HVAC systems & water heaters. (for a comprehensive checklist, please view “Things to expect during an inspection.”)

When the inspection is complete an inspector and no violations exist, you will be issued a rental certificate of occupancy. If violations are found, the inspector will notify you of items out of compliance with the state maintenance code, and you will be given a deadline to correct the violations. Deadline times depend on the amount of work necessary to correct the violations. Some violations may require a building permit to be obtained by a licensed contractor to complete the work required. When work is completed, an inspector will verify it is satisfactory, and a rental certificate of occupancy will be issued to you.

The cost of the rental certificate of occupancy is \$50.00, and the certificate is valid for four years from the date that it was issued and is exempt from further inspection during that time. However, if it becomes known that violations of the state maintenance code occur within that time, you will be required to correct them.

Multifamily structures such as apartments, buildings, and houses with multiple units will be inspected at a rate of ten percent. If one-hundred units exist, ten will be inspected. If violations are found in half of those units inspected, the inspector may choose to inspect up to one hundred percent of the units. (note: regardless of percentage inspected, ALL UNITS must obtain certification).

Registration of your property is free however, failing to register your property will result in a fine of \$50.00 per day for each day you have failed to register it. If violations are found and remain uncorrected after the deadline, you may be charged and taken to court and fined up to \$2,500.00. Each day the violation continues to exist may result in an additional charge.