

# CITY OF LAWRENCE RENTAL PROGRAM

LICENSE AND INSPECTION



*City of Lawrence*

# PROGRAM TIMELINE

- **July 1, 2014** – RS properties are licensed under new program and inspected according to current schedule
- **January 1, 2015** – All properties licensed per schedule
- **July 1, 2015** – All properties inspected per schedule and sampling

# LICENSING SCHEDULE

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	November 30, 2015
X, Y, Z	December 31, 2015

# LICENSE FEES

- (1) 1-50 Dwelling Units: \$17.00 per Dwelling Unit.
- (2) 51-100 Dwelling Units: \$850.00, or \$16.00 per Dwelling Unit, whichever amount is more.
- (3) 101-150 Dwelling Units: \$1,600.00, or \$15.00 per Dwelling Unit, whichever amount is more.
- (4) 151 or more Dwelling Units: \$2,250.00, or \$14.00 per Dwelling Unit, whichever amount is more.

# INSPECTION SCHEDULE

**Year 1** – Registration name begins with M, N, O, P, Q, R, S, T or U (only Dwelling Units in RS Zoning districts will be inspected until July 1, 2015)

**Year 2** – Registration name begins with V, W, X, Y, Z, A, B, C or D

**Year 3** – Registration name begins with E, F, G, H, I, J, K or L

# INSPECTION FEE

- \$50 per unit inspected in the year of inspection.
- 10% sample size of units controlled by single registration name – can be individual or principal of multiple LLCs, corps., etc.
- Sampling determined by staff based on Qualified Vacant Units and age of units.

# INSPECTIONS

- Not required to inspect during July and August, but will do so if requested by owner.
- New construction and major renovation is exempt from inspection for six years, but must license and pay license fee.

# RENTAL STANDARDS

- 27 standards to apply to a rental inspection.
- Other code standards can be cited but will not affect rental license.
- Guide intended to provide landlord information on what inspectors will be inspecting at the unit.

# INCENTIVE TO COMPLY

- If no more than 5 violations are found in dwelling units inspected, then the inspection cycle for that registration entity will move from 3 to 6 years.
- Any dwelling unit, that is part of the sample, found to have more than 5 violations shall not qualify the Licensee for this incentive.

# CONSENT

- Tenant consent is required to enter the dwelling unit.
- Owner has greater means to obtain tenant consent. City requests that landlord obtain consent within 30 days of the scheduled inspection.
- City will attempt consent through personal visit or mail and will then seek administrative search warrant to gain entry.

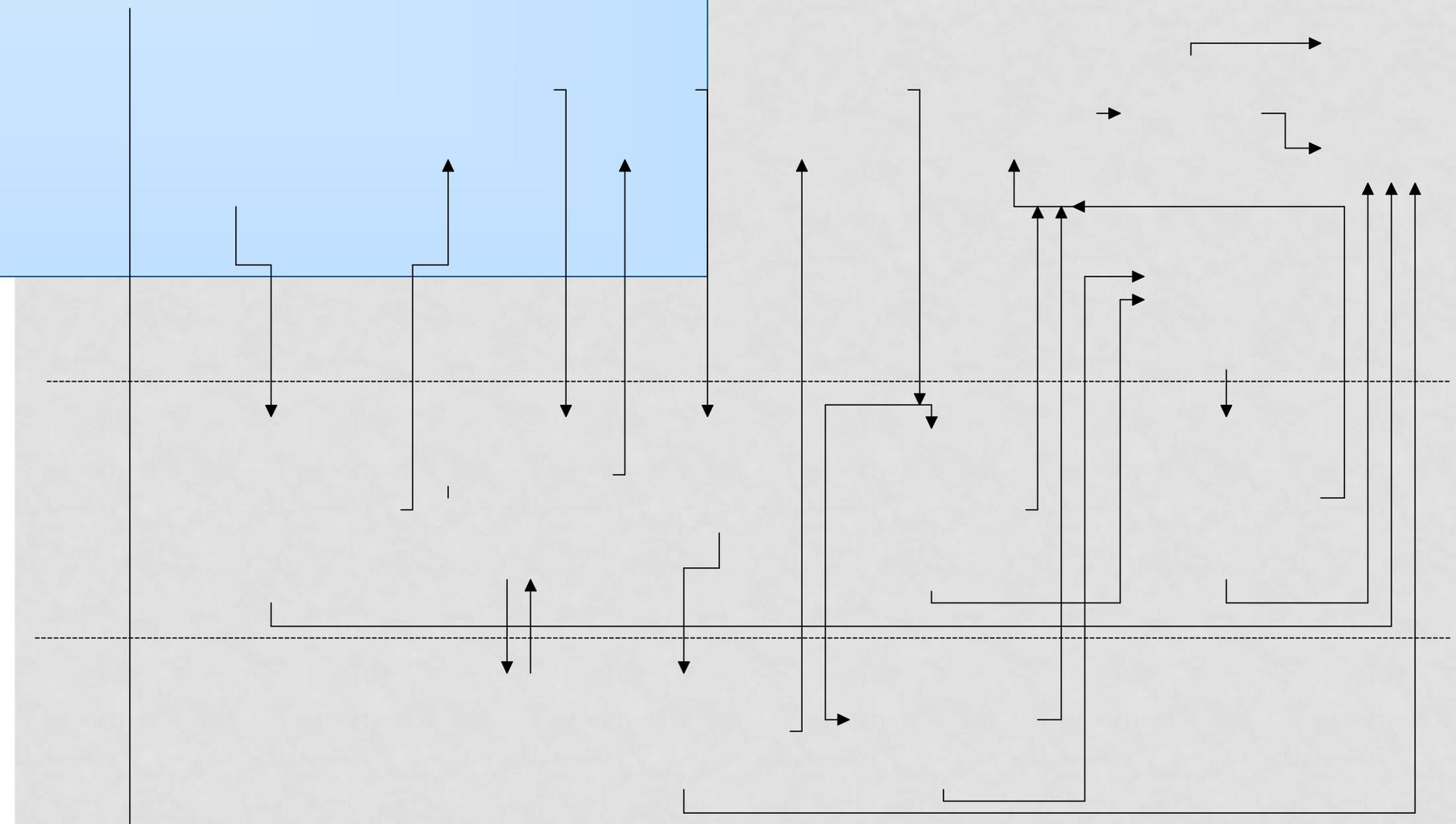
# PROBATION, REVOCATION, APPEAL

- Probation provides a Licensee a reasonable time to remediate a condition causing a violation.
- Revocation is a last resort to obtaining compliance.
- A landlord or tenant may appeal any notice to the Building Code Board of Appeals.
- Any appeal of the Building Code Board of Appeals shall be made to District Court.



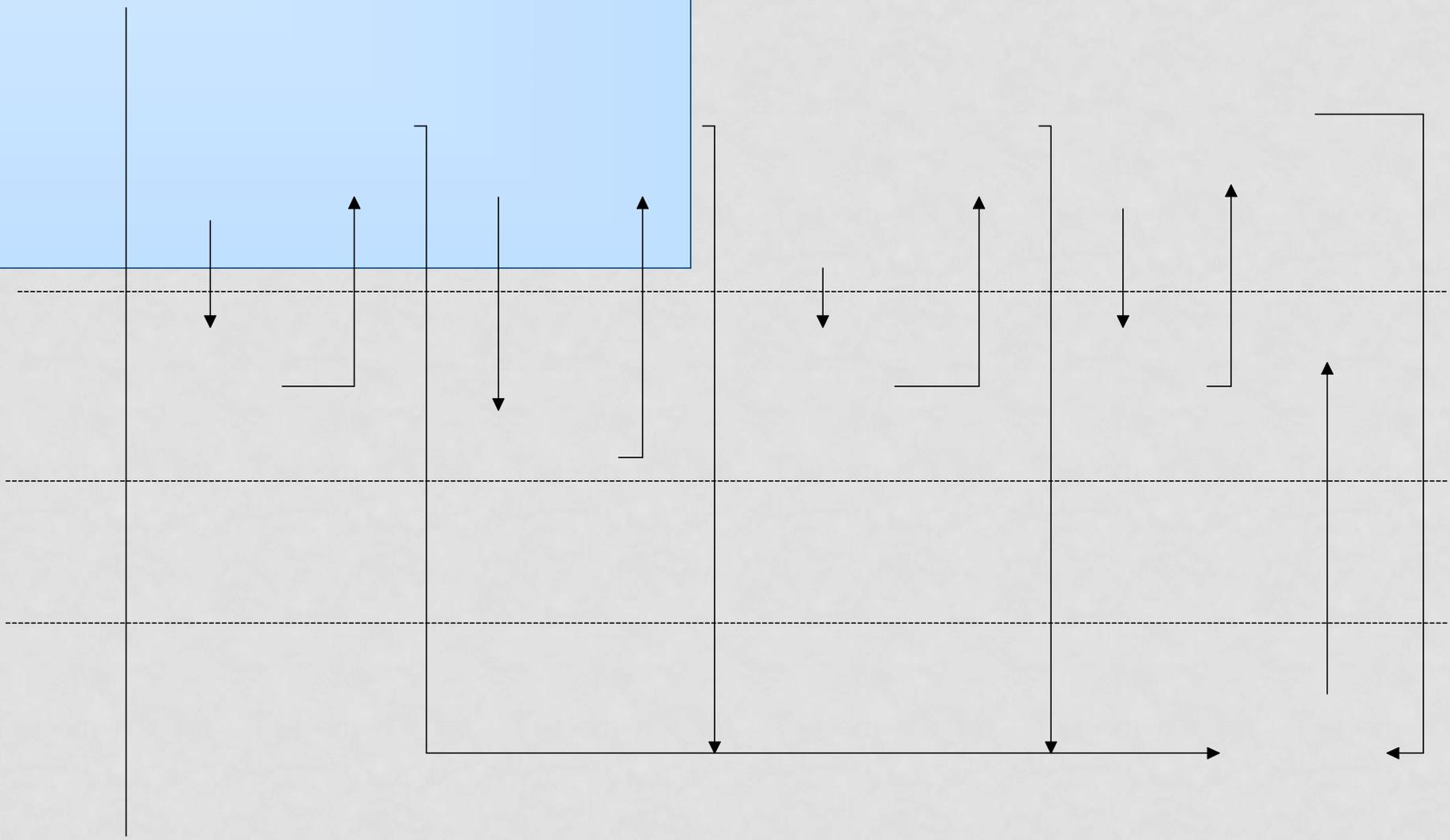
# Program Inspection Process

inspections are performed  
to obtain consent &  
confirm with clients  
(injection  
units)



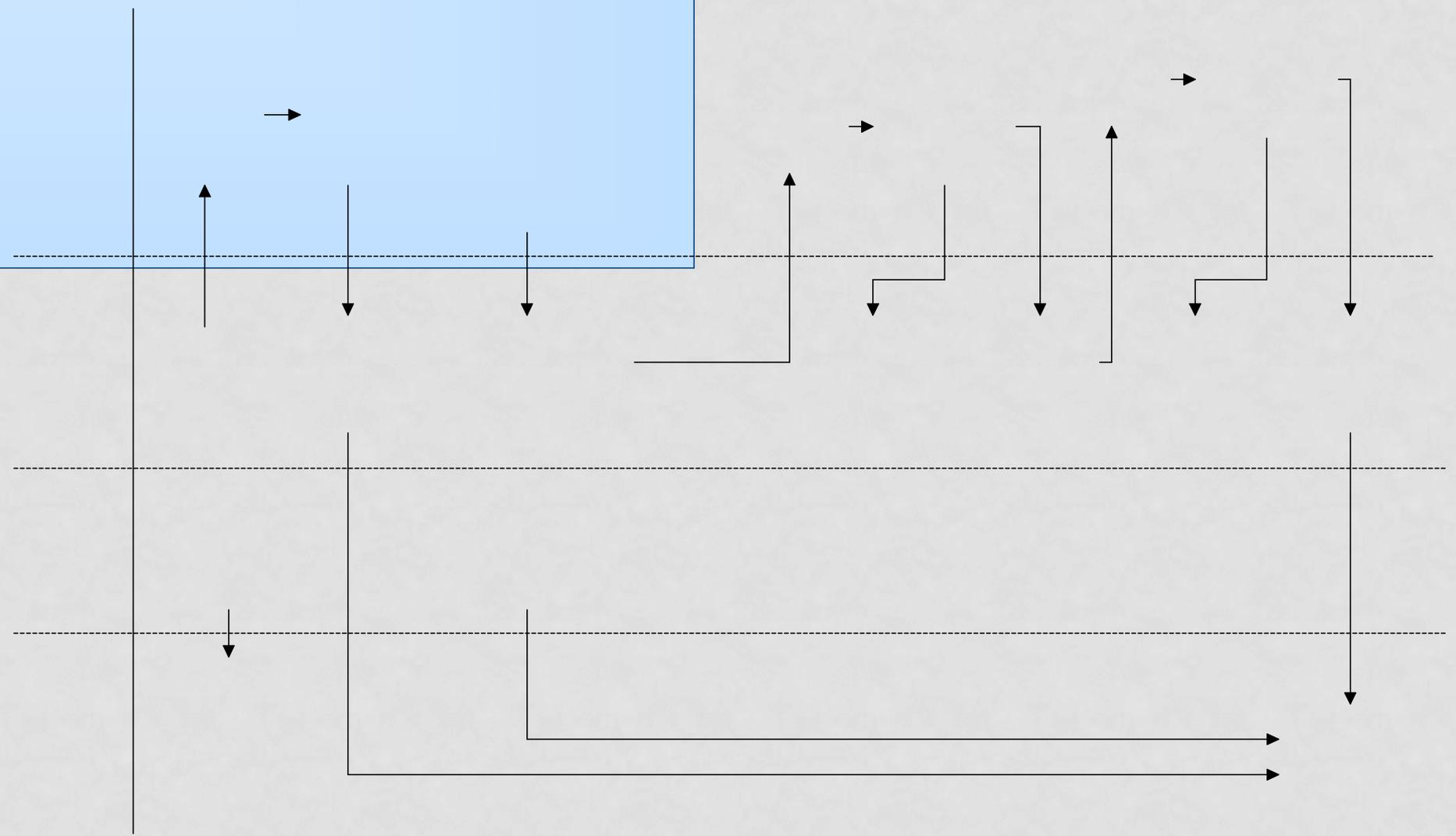
# Self-Program Appeal Processes

4 days  
required  
inspection fees



search warrants, inspection  
from District Court  
Court  
or at principal  
place of business

# Warrants, Probation/Revocation and/or Court Action)



## RS Transition

1. Licenses set to renew in July will be sent the New Application Packet in June.
2. New licenses will be issued.
3. Inspections due this year will be completed under the new program standards.
4. All incentives, fees, etc. will be applied to new license and inspections.
5. Once licensed, renewal letters will be sent asking to provide any revisions.

## QUESTIONS ??

Please contact city staff if you have questions throughout this licensing process:

(785) 832-3345

[www.lawrenceks.org/pds/rental-licensing](http://www.lawrenceks.org/pds/rental-licensing)  
[rentallicensing@lawrenceks.org](mailto:rentallicensing@lawrenceks.org)

Our offices are located in the Riverfront Plaza, Suite 110.