

# Memorandum

## City of Lawrence

### Planning & Development Services

TO: David L. Corliss, City Manager  
 FROM: Scott McCullough, Director  
 CC: Diane Stoddard, Assistant City Manager  
 Casey Toomay, Assistant City Manager  
 Date: February 5, 2015  
 RE: Rental Licensing and Inspection Program Report – November Reporting Month

The tables in this report depict statistics related to the rental licensing and inspection program since its inception on July 1, 2014. The data highlighted in yellow will be provided in future reports as inspections are completed and data becomes available to populate the tables.

#### **Key to acronyms used in tables**

License Types	
RLSF	Rental License in a Single-Family zoning district – RS5, RS7, RS10, etc.
RLMF	Rental License in a Multi-Family and all other non-residential zoning districts – RM12, RM24, PRD, CS, etc.
RLMA	Rental License Master License (For multi-family complexes containing 11 or more units).
RLIU	Rental License Inspected Unit – A case type used to track inspections by unit for RLMA licenses.
License Statuses - These are license statuses as reflected on the last day of each month.	
RL-ISSUED	License that has been issued and is in good standing.
RL-INACTIVE	License that has been inactivated, due to property sold to new owner or no longer used as a rental property.
RL-PENDING	License that is in process but the application is incomplete.
RL-1N	First Notice to owner that a license is due to be renewed.
RL-1N INSPECT	First Notice to owner that a license is due to be renewed and an inspection is also due.
RL-2N NOV	Second Notice, via Notice of Violation, to owner that a license is due to be renewed. License is expired at this point.
RL-2N NOV INSPECT	Second Notice, via Notice of Violation, to owner that a license is due to be renewed and an inspection is due. License is expired at this point.
RL-CL TO LICENSE	Courtesy Letter to owner to license a suspected rental unit.
RL-CL INSPECT	Courtesy Letter to owner to inspect a property new to the program.
RL-NOV TO LICENSE	Notice of Violation ordering a property required to be licensed,

	but not in the program, to license.
RL-NOV INSPECT	Notice of Violation ordering a property new to the program to be inspected for the first time.
RL-DENIED	License denied, typically due to an incomplete or fraudulent application.
RL-APPEAL	License that is under appeal by an applicant after staff has denied the license.
RL-PROBATION	License placed on probation for not complying with licensing provisions of city code. An owner uses probation time to come into compliance with city code.
RL-PROSECUTION	License sent to Prosecutor's Office when a property does not comply with an element of the rental program.
RL-REVOCAATION	License that has been revoked and the unit is not able to be legally rented.
RL-WARRANT	License where the request for inspection has been denied (typically due to consent not being obtained) and staff has applied for an administrative search warrant to complete the inspection.
Inspection result types:	
RL-VIOLATION FOUND	One or more violations were found during an inspection.
RL-NO VIOLATION FOUND	No violation was found during an inspection.
RL-CANCELLED	The inspection was cancelled for some reason. Usually another inspection will be scheduled.
RL-NO CONSENT FORM	The inspection was scheduled but a consent form was not provided for some reason - tenant refused to sign, tenant contact could not be made, etc. Typically another inspection will be scheduled after consent form is provided or staff will pursue consent with tenant and if not obtained, then will seek an administrative search warrant to complete the inspection.
RL-NO SHOW	The owner or resident agent did not show for the inspection. Usually another inspection will be scheduled and a fine assessed.
RL-PARTIALLY CORRECTED	Upon reinspection, some of the violation(s) cited have been corrected and others cited have not been corrected. Another inspection is scheduled.
RL-VIOLATION CORRECTED	All violations are corrected and no reinspection is needed.
Inspection types:	
RL-INITIAL PROGRAM INSPECTION	The first inspection required for all units new to the program. This inspection will determine whether the unit, and all other units under a Licensees license, qualifies for the 3- or 6-year inspection thereafter.
RL-3-YEAR INSPECTION	The inspection required after the Initial Program Inspection when the unit did not qualify for the 6-year inspection incentive.
RL-6-YEAR INSPECTION	The inspection required after the Initial Program Inspection on a 6-year cycle when the unit qualifies for the inspection incentive.

RL-REINSPECTION	The follow-up inspection required if violations were found during an inspection of a unit.
Violation Status	
ACTIVE	The violation found is in the process of being corrected by the owner. A reinspection is required.
APPEAL	The owner has appealed the inspector's citing of the violation to the Building Code Board of Appeals.
EXTENSION	The owner has requested, and staff has granted, an extension of time to correct the violation.
IN COMPLIANCE	The violation has been completely corrected.
PROSECUTION	The violation was not corrected within the identified time frame and staff has submitted the case to the Prosecutor's Office.
Property Maintenance Code	
PMC CASES	Property Maintenance Code (PMC) cases are those enforcement cases consisting of violations of the PMC that are observed during a rental inspection but are not part of the rental program and do not count against the incentive element of the rental program. They are tracked to provide a more comprehensive indication of the health of the housing stock.

## Rental License Program Summary Report – YTD

RENTAL LICENSE SUMMARY REPORT 2014		Jul-14	Aug-14	Sep-14	Oct-14	Nov-14	14-Dec	TOTAL
<b>ACTIVE LICENSES</b>		<b>173</b>	<b>299</b>	<b>248</b>	<b>401</b>	<b>246</b>		<b>1367</b>
NEW		173	299	248	401	246		1367
RENEWED		0	0	0	0	0		0
TOTAL UNITS		184	299	248	412	246		1389
<b># OF UNITS INSPECTED</b>		<b>0</b>	<b>27</b>	<b>42</b>	<b>55</b>	<b>48</b>		<b>172</b>
<b>INITIAL PROGRAM INSPECTION</b>		<b>0</b>	<b>21</b>	<b>22</b>	<b>36</b>	<b>26</b>		<b>105</b>
RL-VIOLATION FOUND		0	16	18	28	19		81
RL-NO VIOLATION FOUND		0	5	4	8	6		23
RL-NO SHOW/NO CONSENT/CANCELLED		0	0	0	0	1		0
RL-PARTIALLY CORRECTED		0	0	0	0	0		0
RL-VIOLATION CORRECTED		0	0	0	0	0		0
<b>3-YEAR INSPECTION</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>		<b>0</b>
RL-VIOLATION FOUND		0	0	0	0	0		0
RL-NO VIOLATION FOUND		0	0	0	0	0		0
RL-NO SHOW/NO CONSENT/CANCELLED		0	0	0	0	0		0
RL-PARTIALLY CORRECTED		0	0	0	0	0		0
RL-VIOLATION CORRECTED		0	0	0	0	0		0
<b>6-YEAR INSPECTION</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>		<b>0</b>
RL-VIOLATION FOUND		0	0	0	0	0		0
RL-NO VIOLATION FOUND		0	0	0	0	0		0
RL-NO SHOW/NO CONSENT/CANCELLED		0	0	0	0	0		0
RL-PARTIALLY CORRECTED		0	0	0	0	0		0
RL-VIOLATION CORRECTED		0	0	0	0	0		0
<b>REINSPECTION</b>		<b>0</b>	<b>6</b>	<b>20</b>	<b>19</b>	<b>22</b>		<b>67</b>
RL-VIOLATION FOUND		0	0	0	0	0		0
RL-NO VIOLATION FOUND		0	0	0	0	0		0
RL-NO SHOW/NO CONSENT/CANCELLED		0	0	0	0	0		0
RL-PARTIALLY CORRECTED		0	0	2	2	1		5
RL-VIOLATION CORRECTED		0	6	18	17	21		62
% of Units Inspected in Violation		0.00%	76.19%	81.82%	77.78%	73.08%		77.22%
% of Units in need of Reinspection that are Reinspected		-	-	-	-	-		76.54%
Total # Violations Found		0	66	67	116	68		317
Average # of Violations when found		0	4.1	3.7	4.1	3.6		3.875
# of Reinspections outstanding over 60 days		0	0	0	1	0		-

**Report 1: Active Licenses – New and Renewed**

Active Licenses 2014	Jul-14	Aug-14	Sep-14	Oct-14	Nov-14	Dec-14	Total
RLSF	127	210	183	266	145		<b>931</b>
NEW	127	210	183	266	145		<b>931</b>
RENEWED	0	0	0	0	0		<b>0</b>
RLMF	45	89	65	134	101		<b>434</b>
NEW	45	89	65	134	101		<b>434</b>
RENEWED	0	0	0	0	0		<b>0</b>
RLMA	1	0	0	1	0		<b>2</b>
NEW	1	0	0	1	0		<b>2</b>
RENEWED	0	0	0	0	0		<b>0</b>
NEW RLMA (UNITS)	12	0	0	12	0		<b>24</b>
RENEWED RLMA (Units)	0	0	0	0	0		<b>0</b>
<b>Total Licenses</b>	<b>173</b>	<b>299</b>	<b>248</b>	<b>401</b>	<b>246</b>		<b>1367</b>
<b>New</b>	<b>173</b>	<b>299</b>	<b>248</b>	<b>401</b>	<b>246</b>		<b>1367</b>
<b>Renewed</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>		<b>0</b>
<b>Total Units</b>	<b>184</b>	<b>299</b>	<b>248</b>	<b>412</b>	<b>246</b>		<b>1389</b>
<b>New Units</b>	<b>184</b>	<b>299</b>	<b>248</b>	<b>412</b>	<b>246</b>		<b>1389</b>
<b>Renewed Units</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>		<b>0</b>

\*Reports data at a point in time (month's end)

**Report 2: Number of Licenses – Total New and Renewed**

November 2014	RLSF	RLMF	RLMA	RLMA UNITS	TOTAL LICENSES	TOTAL UNITS
<b>RL-ISSUED</b>	<b>145</b>	<b>101</b>	<b>0</b>	<b>0</b>	<b>246</b>	<b>246</b>
RL-INACTIVE	0	0	0	0	0	0
RL-PENDING	13	11	4	444	28	468
RL-1N	0	0	0	0	0	0
RL-1N INSPECT	0	0	0	0	0	0
RL-2N NOV	0	0	0	0	0	0
RL-2N NOV INSPECT	0	0	0	0	0	0
RL-CL TO LICENSE	0	0	0	0	0	0
RL-CL INSPECT	0	0	0	0	0	0
RL-NOV TO LICENSE	0	0	0	0	0	0
RL-NOV INSPECT	0	0	0	0	0	0
RL-DENIED	0	0	0	0	0	0
RL-APPEAL	0	0	0	0	0	0
RL-PROBATION	0	0	0	0	0	0
RL-PROSECUTION	0	0	0	0	0	0
RL-REVOCACTION	0	0	0	0	0	0
RL-WARRANT	0	0	0	0	0	0
<b>TOTALS</b>	<b>158</b>	<b>112</b>	<b>4</b>	<b>444</b>	<b>274</b>	<b>714</b>

\*Reports data at a point in time (month's end)

**Report 3a: Number of Units Inspected by Inspection Type by Inspection Result – Monthly**

<b>RENTAL PROGRAM INSPECTIONS NOVEMBER 2014</b>				
	<b>RLSF</b>	<b>RLMF</b>	<b>RLIU</b>	<b>TOTAL INSPECTIONS</b>
<b>RL-INITIAL PROGRAM INSPECTION</b>	<b>26</b>	<b>0</b>	<b>0</b>	<b>26</b>
RL-VIOLATION FOUND	19	0	0	19
RL-NO VIOLATION FOUND	6	0	0	6
RL-CANCELLED	0	0	0	0
RL-NO CONSENT FORM	0	0	0	0
RL-NO SHOW	1	0	0	1
RL-PARTIALLY CORRECTED	0	0	0	0
RL-VIOLATION CORRECTED	0	0	0	0
<b>RL-3-YEAR INSPECTION</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
RL-VIOLATION FOUND	0	0	0	0
RL-NO VIOLATION FOUND	0	0	0	0
RL-CANCELLED	0	0	0	0
RL-NO CONSENT FORM	0	0	0	0
RL-NO SHOW	0	0	0	0
RL-PARTIALLY CORRECTED	0	0	0	0
RL-VIOLATION CORRECTED	0	0	0	0
<b>RL-6-YEAR INSPECTION</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
RL-VIOLATION FOUND	0	0	0	0
RL-NO VIOLATION FOUND	0	0	0	0
RL-CANCELLED	0	0	0	0
RL-NO CONSENT FORM	0	0	0	0
RL-NO SHOW	0	0	0	0
RL-PARTIALLY CORRECTED	0	0	0	0
RL-VIOLATION CORRECTED	0	0	0	0
<b>RL-REINSPECTION</b>	<b>22</b>	<b>0</b>	<b>0</b>	<b>22</b>
RL-VIOLATION FOUND	0	0	0	0
RL-NO VIOLATION FOUND	0	0	0	0
RL-CANCELLED	0	0	0	0
RL-NO CONSENT FORM	0	0	0	0
RL-NO SHOW	0	0	0	0
RL-PARTIALLY CORRECTED	1	0	0	1
RL-VIOLATION CORRECTED	21	0	0	21
<b>TOTALS</b>	<b>48</b>	<b>0</b>	<b>0</b>	<b>48</b>

**Report 3b: Number of Units Inspected by Inspection Result – Monthly**

<b>NOVEMBER 2014 INSPECTION TOTALS BY RESULT</b>	
RL-VIOLATION FOUND	19
RL-NO VIOLATION FOUND	6
RL-CANCELLED	0
RL-NO CONSENT FORM	0
RL-NO SHOW	1
RL-PARTIALLY CORRECTED	1
RL-VIOLATION CORRECTED	21
<b>TOTALS</b>	<b>48</b>

**Report 3c: Number of Units Inspected by Inspection Result – YTD**

YTD INSPECTIONS BY RESULT - 2014							
	Jul-14	Aug-14	Sep-14	Oct-14	Nov-14	Dec-14	Total
RL-VIOLATION FOUND	0	16	18	28	19		81
RL-NO VIOLATION FOUND	0	5	4	8	6		23
RL-CANCELLED	0	0	0	0	0		0
RL-NO CONSENT FORM	0	0	0	0	0		0
RL-NO SHOW	0	0	0	0	1		1
RL-PARTIALLY CORRECTED	0	0	2	2	1		5
RL-VIOLATION CORRECTED	0	6	18	17	21		62
<b>Total Inspections</b>	<b>0</b>	<b>27</b>	<b>42</b>	<b>55</b>	<b>48</b>		<b>172</b>

**Report 3d: Number of Units Inspected by Inspection Type – YTD**

YTD INSPECTIONS BY TYPE 2014							
	Jul-14	Aug-14	Sep-14	Oct-14	Nov-14	Dec-14	Total
RL-INITIAL PROGRAM INSPECTION	0	21	22	36	26		105
RL-3-YEAR INSPECTION	0	0	0	0	0		0
RL-6-YEAR INSPECTION	0	0	0	0	0		0
RL-REINSPECTION	0	6	20	19	22		67
<b>Total Inspections</b>	<b>0</b>	<b>27</b>	<b>42</b>	<b>55</b>	<b>48</b>		<b>172</b>

**Report 4a: Number of Violations Found by Status – Monthly**

RENTAL PROGRAM VIOLATIONS NOVEMBER 2014				
	RLSF	RLMF	RLIU	TOTAL VIOLATIONS
ACTIVE	56	0	0	56
APPEAL	0	0	0	0
EXTENSION	0	0	0	0
IN COMPLIANCE	12	0	0	12
PROSECUTION	0	0	0	0
<b>TOTALS</b>	<b>68</b>	<b>0</b>	<b>0</b>	<b>68</b>

\*Reports data at a point in time (month's end)

**Report 4b: Number of Violations Found by Status – YTD**

YTD VIOLATIONS BY STATUS - 2014							
	Jul-14	Aug-14	Sep-14	Oct-14	Nov-14	Dec-14	Total
ACTIVE	0	57	46	96	56		255
APPEAL	0	0	0	0	0		0
EXTENSION	0	0	0	0	0		0
IN COMPLIANCE	0	9	21	20	12		62
PROSECUTION	0	0	0	0	0		0
<b>TOTAL VIOLATIONS</b>	<b>0</b>	<b>66</b>	<b>67</b>	<b>116</b>	<b>68</b>		<b>317</b>

\*Reports data at a point in time (month's end)

**Report 5a: Violations per Unit by License Type – Monthly**

VIOLATIONS PER UNIT BY LICENSE TYPE NOVEMBER 2014 (Does not include reinspections)								
	0 Violations	1-3 Violations	4-5 Violations	>5 Violations	Total Units Inspected	Total Units with Violations	Average Violations with 0 Violations	Average Violations without 0 Violations
<b>RENTAL LICENSES</b>								
RLSF	6	9	7	3	25	19	2.7	3.6
RLMF	0	0	0	0	0	0	0.0	0.0
RLIU	0	0	0	0	0	0	0.0	0.0
<b>TOTAL</b>	<b>6</b>	<b>9</b>	<b>7</b>	<b>3</b>	<b>25</b>	<b>19</b>	<b>2.7</b>	<b>3.6</b>
<b>PROPERTY MAINTENANCE CASES</b>								
RLSF		9	3	0	12	12		2.5
RLMF		0	0	0	0	0		0.0
RLIU		0	0	0	0	0		0.0
<b>TOTAL</b>		<b>9</b>	<b>3</b>	<b>0</b>	<b>12</b>	<b>12</b>		<b>2.5</b>

**Report 5b: Violations per Unit – YTD**

YTD VIOLATIONS PER UNIT - 2014							
	Jul-14	Aug-14	Sep-14	Oct-14	Nov-14	Dec-14	Total
<b>RENTAL LICENSES</b>							
0 Violations	0	5	4	8	6		23
1-3 Violations	0	9	11	12	9		41
4-5 Violations	0	3	4	9	7		23
>5 Violations	0	4	3	7	3		17
Average Violations	0	3.1	3.0	3.2	2.7		3.0
Average Violations without 0 Violations	0	4.1	3.7	4.1	3.6		3.9
<b>TOTAL UNITS WITH VIOLATIONS</b>	<b>0</b>	<b>16</b>	<b>18</b>	<b>28</b>	<b>19</b>		<b>81</b>
<b>PROPERTY MAINTENANCE CASES</b>							
1-3 Violations	0	3	11	17	9		40
4-5 Violations	0	0	0	2	3		5
>5 Violations	0	1	0	1	0		2
Average Violations	0	3.0	1.5	2.1	2.5		2.3
<b>TOTAL UNITS WITH VIOLATIONS</b>	<b>0</b>	<b>4</b>	<b>11</b>	<b>20</b>	<b>12</b>		<b>47</b>

**Report 6a: Active Violations by License Type – Monthly**

ACTIVE VIOLATIONS BY LICENSE TYPE NOVEMBER 2014							
	0-30 Days	31-60 Days	61-90 Days	91-180 Days	>180 Days	Total	Average Days
RLSF	56	6	0	0	0	62	18.0
RLMF	0	0	0	0	0	0	0.0
RLIU	0	0	0	0	0	0	0.0
<b>TOTALS</b>	<b>56</b>	<b>6</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>62</b>	<b>18.0</b>

\*The 6 violations between 31-60 days are all part of one rental license involving one unit. All 6 of the violations were given an extension due to extenuating circumstances.



**Report 6b: Active Violations – YTD**

<b>ACTIVE VIOLATIONS - 2014</b>							
	<b>Jul-14</b>	<b>Aug-14</b>	<b>Sep-14</b>	<b>Oct-14</b>	<b>Nov-14</b>	<b>Dec-14</b>	<b>Total</b>
0-30 Days	0	57	49	96	56		<b>258</b>
31-60 Days	0	0	20	0	6		<b>26</b>
61-90 Days	0	0	0	4	0		<b>4</b>
91-180 Days	0	0	0	0	0		<b>0</b>
> 180 Days	0	0	0	0	0		<b>0</b>
<b>Totals</b>	<b>0</b>	<b>57</b>	<b>69</b>	<b>100</b>	<b>62</b>		<b>288</b>
Average Days	<b>0.0</b>	<b>15.9</b>	<b>27.6</b>	<b>16.2</b>	<b>18.0</b>		<b>19.4</b>

\*The 6 violations between 31-60 days are all part of one rental license involving one unit. All 6 of the violations were given an extension due to extenuating circumstances.

**Report 6c: # of Units with Active Violations – Monthly**

<b># of UNITS WITH ACTIVE VIOLATIONS NOVEMBER 2014</b>						
	<b>0-30 Days</b>	<b>31-60 Days</b>	<b>61-90 Days</b>	<b>91-180 Days</b>	<b>&gt;180 Days</b>	<b>Average Days</b>
RLSF	16	1	0	0	0	<b>17.3</b>
RLMF	0	0	0	0	0	<b>0.0</b>
RLIU	0	0	0	0	0	<b>0.0</b>
<b>TOTALS</b>	<b>16</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>17.3</b>

\*The unit with violations between 31-60 days was given an extension due to extenuating circumstances.

**Report 6d: # of Units with Active Violations – YTD**

<b># of UNITS WITH ACTIVE VIOLATIONS-2014</b>							
	<b>Jul-14</b>	<b>Aug-14</b>	<b>Sep-14</b>	<b>Oct-14</b>	<b>Nov-14</b>	<b>Dec-14</b>	<b>Total</b>
0-30 Days	0	12	11	23	16		<b>62</b>
31-60 Days	0	0	2	0	1		<b>3</b>
61-90 Days	0	0	0	1	0		<b>1</b>
91-180 Days	0	0	0	0	0		<b>0</b>
> 180 Days	0	0	0	0	0		<b>0</b>
<b>TOTALS</b>	<b>0</b>	<b>12</b>	<b>13</b>	<b>24</b>	<b>17</b>		<b>66</b>
Average Days	<b>0.0</b>	<b>15.6</b>	<b>21.5</b>	<b>15.8</b>	<b>17.3</b>		<b>17.6</b>

\*The unit with violations between 31-60 days was given an extension due to extenuating circumstances.

**Report 7a: Top 10 Violations found – Monthly**

<b>Top Ten Violations on a Rental License-November 2014</b>	
<b>Description</b>	<b># Found</b>
6-1314(a)(23) Smoke Alarms	30
6-1314(a)(19) GFCI Receptacles	14
6-1314(a)(7) Window Locks	6
6-1314(a)(14) Mechanical Appliances	6
6-1314(a)(20) Receptacle Outlet Covers	6
6-1314(a)(26) Occupancy	1
6-1314(a)(22) Egress Windows	1
6-1314(a)(15) Combustion Air	1
6-1314(a)(9) Required Facilities	1
6-1314(a)(18) Electrical Wiring	1
6-1314(a)(17) Electrical System Hazards	1

**Report 7b: Top 10 Violations found –YTD**

<b>Top Ten Violations on a Rental License-YTD</b>	
<b>Description</b>	<b># Found</b>
6-1314(a)(23) Smoke Alarms	129
6-1314(a)(19) GFCI Receptacles	65
6-1314(a)(20) Receptacle Outlet Covers	29
6-1314(a)(7) Window Locks	14
6-1314(a)(11) Plumbing Fixtures	13
6-1314(a)(14) Mechanical Appliances	12
6-1314(a)(5) Windows	12
6-1314(a)(7) Openable Windows	12
6-1314(a)(17) Electrical System Hazards	6
6-1314(a)(4) Handrails and Guards	6
6-1314(a)(15) Combustion Air	4
6-1314(a)(22) Egress Windows	4

**Report 8a: Number of Licenses sent to Prosecution, served with a Warrant, Revoked, put on Probation, Appealed (Monthly)**

**\*Will be included in future months as data accumulates.**

**Report 8b: Number of Licenses sent to Prosecution, served with a Warrant, Revoked, put on Probation, Appealed (YTD)**

**\*Will be included in future months as data accumulates.**

**Report 9a: Total Fees Collected by Fee Type – Monthly**

RENTAL LICENSE FEES COLLECTED NOVEMBER 2014					TOTAL
	RLSF	RLMF	RLMA	RLIU	
DOCKETING FEE	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
FAILURE TO APPEAR FEE	\$25.00	\$0.00	\$0.00	\$0.00	\$25.00
INSPECTION FEE	\$1,350.00	\$100.00	\$0.00	\$0.00	\$1,450.00
LATE PAYMENT FEE	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
RE-INSPECTION FEE	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
RENTAL LICENSE FEE MASTER	\$0.00	\$0.00	\$6,590.00	\$0.00	\$6,590.00
RENTAL LICENSE FEE PER UNIT	\$2,108.00	\$1,717.00	\$0.00	\$0.00	\$3,825.00
<b>TOTAL</b>	<b>\$3,483.00</b>	<b>\$1,817.00</b>	<b>\$6,590.00</b>	<b>\$0.00</b>	<b>\$11,890.00</b>

**Report 9b: Total Fees Collected by Fee Type – YTD**

RENTAL LICENSE FEES COLLECTED 2014							TOTAL
	Jul-14	Aug-14	Sep-14	Oct-14	Nov-14	Dec-14	
DOCKETING FEE	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		\$0.00
FAILURE TO APPEAR FEE	\$0.00	\$0.00	\$0.00	\$0.00	\$25.00		\$25.00
INSPECTION FEE	\$0.00	\$2,550.00	\$1,550.00	\$2,200.00	\$1,450.00		\$7,750.00
LATE PAYMENT FEE	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		\$0.00
RE-INSPECTION FEE	\$0.00	\$0.00	\$0.00	\$50.00	\$0.00		\$50.00
RENTAL LICENSE FEE MASTER	\$204.00	\$0.00	\$0.00	\$153.00	\$6,590.00		\$6,947.00
RENTAL LICENSE FEE PER UNIT	\$2,856.00	\$4,641.00	\$5,032.00	\$7,310.00	\$3,825.00		\$23,664.00
<b>TOTAL</b>	<b>\$3,060.00</b>	<b>\$7,191.00</b>	<b>\$6,582.00</b>	<b>\$9,713.00</b>	<b>\$11,890.00</b>		<b>\$38,436.00</b>

**Report 10a: # of Property Maintenance Code (PMC) Cases generated from Rental Inspections – YTD**

PROPERTY MAINTENANCE CASES GENERATED FROM RENTAL LICENSES - 2014						TOTAL
	Aug-14	Sep-14	Oct-14	Nov-14	Dec-14	
RLSF	4	11	20	12		47
RLMF	0	0	0	0		0
RLIU	0	0	0	0		0
<b>TOTAL</b>	<b>4</b>	<b>11</b>	<b>20</b>	<b>12</b>	<b>0</b>	<b>47</b>

**Report 10b: Top 10 PMC violations generated from Rental Inspections – Monthly**

<b>Top Ten Violations on a Property Maintenance Case - November</b>	
<b>Description</b>	<b># Found</b>
304.18.1 Deadbolt Locks	6
504.1 Plumbing Fixtures	5
304.13 Window, Skylight and Door Frames.	5
305.3 Interior Surfaces	3
304.2 Paint and Siding in Good Condition, Including Facia, Soffits, Doors & Windows	2
304.13.2 Openable Windows	2
304.15 Exterior Doors	1
302.12 Upholstered Furniture	1
605.2 Receptacles	1
304.6 Exterior Walls in Good Condition	1
305.3 Walls, Ceilings Other Surfaces	1
304.5 Foundation Walls in Good Condition	1
304.7 Roof and Drainage in Good Condition	1

**Report 10c: Top 10 PMC violations generated from a Rental Inspection – YTD**

<b>Top Ten Violations on a Property Maintenance Case - YTD 2014</b>	
<b>Description</b>	<b># Found</b>
304.18.1 Deadbolt Locks	29
304.13 Window, Skylight and Door Frames.	10
504.1 Plumbing Fixtures	9
304.2 Paint and Siding in Good Condition, Including Facia, Soffits, Doors & Windows	7
304.14 Insect Screens	6
304.15 Doors, Including Assemblies & Hardware	5
403.2 Ventilation Fan	5
304.13.2 Openable Windows	5
305.3 Interior Surfaces	4
304.5 Exterior Structure Foundation Walls.	3
605.2 Receptacles	3
305.3 Walls, Ceilings Other Surfaces	2
304.6 Exterior Structure Exterior Walls	2
304.15 Exterior Doors	2
304.7 Roof and Drainage in Good Condition	2