



Code Enforcement Division  
1 Riverfront Plaza, Suite 110, Lawrence, Ks. 785-832-3345  
[www.lawrenceks.org/pds](http://www.lawrenceks.org/pds) FAX 785-832-3110

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To Tenant(s):

The City of Lawrence believes that tenants should be provided a safe and sanitary dwelling unit. To support this objective, the City operates a Rental Licensing and Inspection Program. The program requires interior and exterior inspections of dwelling units to ensure that minimum standards set forth in the City's adopted Property Maintenance Code and Land Development Code are met by rental property owners.

The purpose of the Property Maintenance Code is to protect the life, health, safety and general welfare of occupants. The code accomplishes this purpose by regulating the minimum standards for light, ventilation, space, heating, sanitation, protection from the elements, safety from fire and other hazards.

The program requires the periodic inspection of a sampling of the total number of dwelling units owned by a property owner. Therefore, your dwelling unit may or may not have had an inspection performed by City staff within the last several years to confirm the dwelling unit is code compliant.

If you would like to inquire if your dwelling unit has been inspected you may contact the Code Enforcement Division at 832-3345. Additionally, you can request an inspection of your dwelling unit **at any time** if you believe your dwelling unit is not being maintained to meet the minimum standards. Inspections often can be scheduled within two business days. At least one tenant is required to be present during the inspection.

The Property Maintenance Code (Chapter 9, Section 6) may be viewed at [www.lawrenceks.org](http://www.lawrenceks.org) and may be found under the City Code link located under Resources. A review of the Property Maintenance Code may also be made during business hours at the City Clerk's office, at 6<sup>th</sup> East 6<sup>th</sup> St. (City Hall, 3<sup>rd</sup> Floor) or at the office of the Code Enforcement Division.

In addition to the services offered by the city, other questions regarding your rights as a tenant may be directed to the following agencies:

- Housing & Credit Counseling, Inc. (HCCI), 2518 Ridge Ct. Lawrence, KS. (785) 749-4224
- Legal Services for Students, 1601 Irving Hill Rd, 312 Burge Union, Lawrence, KS. (785) 864-5665