



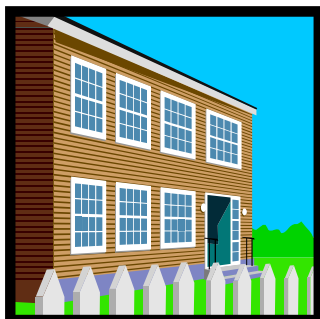
How to Contact the Rental Team

Our Mission

To protect the life, safety, general welfare and health of all persons occupying rental dwelling units in the City of Lawrence, Kansas by enforcing minimum standards pertaining to the maintenance of residential rental property.

Phone: 785-832-3345
Fax: 785-832-3110
Email: rentallicensing@lawrenceks.org

www.lawrenceks.org/pds/rental-licensing



Rental Licensing & Inspection Program

Phone: 785-832-3345

Licensing & Inspection

Initial Licensing

Beginning in January 2015 all rental dwelling units in the City of Lawrence will be required to be licensed. A schedule for licensing has been established according to the first letter of a licensee's last name. The schedule for initial licensing is as follows:

AB	January 2015
CD	February 2015
EF	March 2015
GH	April 2015
IJ	May 2015
KL	June 2015
MN	July 2015
OPQ	August 2015
RS	September 2015
TU	October 2015
VW	November 2015
XYZ	December 2015

The property owner or agent must submit an application to our office in the month you are scheduled to license and pay all licensing fees for every dwelling unit owned (see Section 6-1304(b) of Ord. 8840 for fee schedule), including every dwelling unit you own, and pay all necessary licensing fees set forth in Section 6-1304 of the Rental Registration Ordinance (8840). Our staff will review your application and either issue rental licenses, inform you of an incomplete application or send a letter of denial, explaining the reason for denial.

Inspections

Inspections will begin for properties located outside RS districts under the Rental Registration Ordinance (8840) beginning in July 2015. The schedule for initial inspections is as follows:

Year	Registration name begins with
2015	M, N, O, P, Q, R, S, T, U
2016	V, W, X, Y, Z, A, B, C, D
2017	E, F, G, H, I, J, K, L

At the time of licensing or upon renewal, the property owner or agent will be notified by our staff that inspections are due and be given 30 days to contact our office to schedule the inspection(s). Prior to inspection, all licensing fees and any inspection fees of \$50 per unit must be paid. Our staff will choose a sample of 10% of units to inspect, giving first priority to any qualified vacant unit(s), then giving priority to the oldest units (see Section 4.0 D. of the Administrative Regulations).

Property owners will be provided with Consent to Inspect forms for all inspections and we request that you work with your tenants to sign the forms. You may return them to our office or give them to the inspector at the time of inspection. The inspector cannot enter any dwelling for inspection without a signed consent form. If your tenants refuse to sign the Consent form our inspection staff will attempt contact with them to sign the form. If they refuse, staff will seek an Administrative Search Warrant to inspect the property.

An inspector will meet the property owner or resident agent at the property at the designated time to complete the inspection(s). Upon completion of the inspection(s) you will be notified by staff of any violations found and will be given a timeframe to correct them. Failure to correct violations could result in probation or revocation of the rental license.

License Renewal

RS zoned properties will renew in 2014 based on their current schedule. Beginning in 2015 RS zoned properties will transition to the renewal schedule set forth in Section 6-1308 of Ordinance 8840 (see below).

All rental licenses are valid from the time the license is issued until midnight of its next expiration date based on the following schedule:

Registration Name Begins With	Exp. Date
A, B	January 31
C, D	February 28
E, F	March 31
G, H	April 30
I, J	May 31
K, L	June 30
M, N	July 31
O, P, Q	August 31
R, S	September 30
T, U	October 31
V, W	November 30
X, Y, Z	December 31



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