



105 E. Center Street  
Sikeston, MO 63801  
573-471-2512  
[www.Sikeston.org](http://www.Sikeston.org)

Friday, January 11, 2019

Dear Rental Property Owner and/or Property Manager:

The City of Sikeston, over the years, in conjunction with rental property owners and tenants have had and will continue to have the common goals of providing livable and well maintained rental housing in our community. Pursuant to this effort our concerns have been three-fold:

- ❖ Support the rental housing industry within our community
- ❖ Establish and maintain a minimum quality of rental housing for our citizens
- ❖ Maintain and improve the quality of our neighborhoods

Accomplishing these guiding principles plays an intricate role in improving the quality of life for our citizens, whether they own or rent their dwellings. The City fully implemented the **Rental Property Minimum Housing Quality Standards Ordinance**, on December 1<sup>st</sup>, 2000. The Ordinance requires all rental property owners to register their property as well as the tenants with the City of Sikeston by January 31<sup>st</sup>, of each year.

The 2019 *Landlord Requirement Package* has pertinent information included to help you and the City of Sikeston provide suitable housing for those within our community. **Please discard and replace any and all prior forms with the updated forms enclosed in this packet!**

#### **WHY AM I RECEIVING THIS INFORMATION**

City staff has researched County and City tax records attempting to eliminate mailings to property owners that are not landlords. Rental property is defined by this ordinance as **any property that is not owner occupied**. I understand several of you may have additional properties with relatives occupying the units. **These properties must also be registered with the City**. The City will then forgo the fifteen dollar (\$15.00) inspection fee and any inspections on these properties until such time the occupancy changes to someone other than a relative. **This also applies to structures that are vacant and/or condemned.**

*In other words anytime you purchase property that will not be owner occupied, it must be registered with the city immediately. You must contact us with the name of the seller whom you purchased the property from and the date of the sale.*

There is no intention on the part of the City of Sikeston to dictate individual landlord's business practices. The City does, however, take its responsibility to improve and preserve the quality of life for all of our citizens very seriously, and will enforce the **Rental Property Minimum Housing Quality Standards Ordinance** to its fullest extent.

## **ENCLOSED**

1. Rental Housing Registration Form RHO-01 (11/18) – Due January 31<sup>st</sup>, 2019
2. Trailer Lot Registration Form RHO-03 (11/18) To be completed ONLY if you own trailer lots – Due January 31<sup>st</sup>, 2019
3. Application for Tenancy Form RHO-02 (11/18) – Due with all tenancy changes or additions
4. Board of Appeals Application Form RHO-04 (11/18) – Required to appeal any code action

## **AVAILABLE UPON REQUEST OR ONLINE AT [www.sikeston.org](http://www.sikeston.org)**

- Chapter 510 – Rental Property Minimum Housing Quality Standards
  - The Sikeston City Municipal Code is the foundation for our rental program and works in conjunction with the **2012 International Property Maintenance Code**.
- Rental Housing Registration Form
  - The Rental Housing Registration Form is due by January 31<sup>st</sup>, 2019. All tenants should be listed by first and last name. Even if the tenant(s) are the same as previously listed, you must still list them on the new registration form.
- Application for Tenancy Form
  - The Application for Tenancy Form is to be utilized when you have a tenancy change.
  - **Note:** The tenancy form must be completed prior to a new occupant moving into a rental unit, and must be completed for each tenancy change. Failure to submit a tenancy application along with the inspection fee with each change of tenancy carries a minimum fine of one-hundred dollars (\$100.00).
- Trailer Lot Registration Form
  - If you own a trailer lot or a trailer, please complete the Trailer Lot Registration Form.
- Board of Appeals Application Form
  - You have the right to appeal any decision by the City of Sikeston Code Enforcement Department to the Board of Appeals by using the Board of Appeals Application Form. There is a twenty-five dollars (\$25) processing fee that must be paid, to the City Collector, at the time of filing the Board of Appeals Form.

## **PROPERTY MAINTENANCE:**

In the event rental property is found in violation of the Sikeston Municipal Code Section 500.730 or the 2012 International Property Maintenance Code, pertaining to junk and trash, tall weeds/grass, or derelict vehicle(s) and or vehicle accessories, written notification and information pertaining to the abatement deadline will be sent to the property owner, property manager as well as the tenant(s) listed on the Tenancy Application Form. Therefore, it is imperative the Tenancy Application Form be on file and up-to-date at City Hall. Failure of the property owner, property manager, or tenant to abate the said violation(s) in the above reference time period will result in court action.

**FINES/PENALTIES:**

Your earliest response to this correspondence is critical as there is a five-hundred dollars (\$500.00) fine for failing to register rental property. Failure to submit a tenancy application with each change of tenancy carries a minimum fine of one-hundred dollars (\$100.00).

**Note:** Court complaints will be filed against those who fail to comply

**CONCLUSION**

The accomplishment of the City's goal of a successful landlord registration program requires the cooperation of all of our landlords. In order to achieve this cooperation, it is vital the lines of communication between all parties; landlords, tenants, residents and the City remain open. If you have any questions, comments, or suggestions please feel free to contact the Code Enforcement Department by telephone at 573-471-2511, email request to [codeenforcement@sikeston.org](mailto:codeenforcement@sikeston.org) or come visit us at City Hall.

Thank You in Advance,

Lorenzo M. Ware Sr.  
City Planner/Code Enforcement Manager