



105 E. Center Street
Sikeston, MO 63801
573-471-2512
www.Sikeston.org

Dear Rental Property Owner and/or Property Manager:

The City of Sikeston, in conjunction with rental property owners and tenants 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 April 3rd, 2020. **The Ordinance requires all rental property owners to register their property with the City of Sikeston by January 31st, of each year and pay a registration fee (1-25 units \$50.00/ 26 or more units \$100).**

The 2022 *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 or referenced in this packet!**

WHY AM I RECEIVING THIS INFORMATION

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.***

In other words, anytime you purchase property that will be occupied by anyone other than the owner, it must be registered with the city immediately. You must also include 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 our citizens very seriously, and will enforce the ***Rental Property Minimum Housing Quality Standards Ordinance*** to its fullest extent.

ENCLOSED AND AVAILABLE FOR DOWNLOAD AT www.sikeston.org

1. Rental Housing Registration Form RHO-01 (2/20) – Due January 31st, 2022 (2 page document)

AVAILABLE UPON REQUEST OR ONLINE AT 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 **2018 International Property Maintenance Code**, **Housing Quality Standards Guidelines** and **2018 International Fire Code**.
- Rental Housing Registration Form
 - The Rental Housing Registration Form is due by January 31, 2022 and thereafter annually by January 31st. Property address and types are required.
 - **Note:** Failure to submit a Registration Form along with the registration fee carries a minimum fine of five-hundred dollars (\$500.00).
- Rental Inspection Checklist
 - Guidelines for rental property inspections.
- 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 (City Manager Actions are Not Applicable).

PROPERTY MAINTENANCE:

In the event rental property is found in violation of the Sikeston Municipal Code Section 500.730 or the 2018 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) address. Therefore, it is imperative the Rental Housing Registration 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.

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 Community Development Department by telephone at 573-471-2511, email request to communitydevelopmentdepartment@sikeston.org or come visit us at City Hall.

Thank You in Advance,



Lorenzo M. Ware Sr.
Community Development Director

CITY OF SIKESTON RENTAL HOUSING REGISTRATION 2022

Attention: The purchaser of residential rental property, that will not be owner occupied, must contact the Community Development Office in writing with information detailing whom the property was purchased from and the date of sale.

Owner(s)/Property Manager(s) Information

Owner(s) Name: _____

Address: _____ City, State, Zip: _____

Office Phone Number: _____ Cell Number: _____

Email Address: _____

Preferred Contact Method: ☐ USPS ☐ E-Mail ☐ Owner ☐ Property Manager ☐ Both

Property Manager(s) Name: _____

Address: _____ City, State, Zip: _____

Contact Person(s) Name: _____

Office Phone Number: _____ Cell Number: _____

Email Address: _____

Preferred Contact Method: ☐ USPS ☐ E-Mail

PLEASE ATTACH UPDATE PROPERTY LIST FORM

Number of Units I = 1 to 25 units \$50.00 II = 26 units or more \$100.00 (Check the correct box) <input type="checkbox"/> Type I <input type="checkbox"/> Type II	Construction Type <input type="checkbox"/> Duplex <input type="checkbox"/> Single Family <input type="checkbox"/> Multi-Family (Check all that apply)	All property owners of residential rental property shall be required to fill out and submit a Landlord Registration Form on or before the effective date of the ordinance enacting this chapter, then annually on or before January thirty-first (31st) of each year, with the appropriate fee for the rental property or properties as designated in this Chapter.
CITY OF SIKESTON CITY HALL ATTN: COMMUNITY DEVELOPMENT OFFICE 105 E. CENTER STREET SIKESTON, MO 63801		

I hereby attest the above to be a true and accurate record:

Owner/Property Manager's Signature _____

Date _____

*****Failure to submit form by January 31st, 2022 may result in a \$500.00 fine*****

Form RHO-01 (2/20 Revised)

CITY OF SIKESTON – RENTAL HOUSING REGISTRATION 2022

Owner's Information

Owner's Name: _____
Address: _____
City, State, Zip _____
Phone #: _____
Email Address: _____

Property Manager's Information

Property Manager (if any) _____
Address: _____
City, State, Zip _____
Phone #: _____
Email Address: _____

Note - List each unit/apartment on individual lines

	<u>Construction Type</u> D = Duplex S = Single Family Unit M = Multi-Family Unit	<u>Address of Rental Unit</u>
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