

# Landlord Requirements

For  
Rental  
Properties  
In the  
City of Sikeston

2007 - 2008

November 1, 2007

Dear Rental Property Owner:

**HISTORY & GOALS:**

The City Council has been working with rental property owners and tenants to upgrade the rental housing stock in our community. In this effort our concerns have been three-fold:

1. Support the rental housing industry within our community
2. Establish and maintain a minimum quality of rental housing for our residents
3. Maintain and improve the quality of our neighborhoods

All of these efforts work toward improving the quality of life for our citizens, whether they own or rent their homes. Towards these efforts, the City fully implemented the Rental Property Minimum Housing Quality Standards Ordinance, effective December 1, 2000. This ordinance requires all rental property owners to register their property and tenants with the City of Sikeston by December 1 of each year.

The accomplishment of the City's goals will require the cooperation of our landlords. To achieve this cooperation, it is vital the lines of communication between all parties; landlords, tenants, residents and the City remain open.

**RENTAL PROPERTY (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 living in the units. These properties must also be registered with the City. The City will then forgo any inspections on these properties until such time the occupancy changes or the unit is rented out to someone else. This also applies to structures that are vacant and/or condemned.

At anytime you purchase property that will not be occupied by the owner you must contact us with who you purchased the property from and the date of sale.

It may be possible that you are receiving this mailing in error. If you had property and have since sold the rental units please contact my office and speak with myself, Melanie Ramey, or one of the code enforcement officers to convey this information. Your name will only be removed from the list if you call, e-mail ([publicworks@sikeston.org](mailto:publicworks@sikeston.org)) or mail your request; otherwise we are unaware that you are receiving this mailing in error.

### **WHAT YOU NEED TO COMPLY:**

This packet includes numerous pieces of information to assist you in complying with the Minimum Housing Quality Standards Ordinance. 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 degree.

Enclosed are the following:

1. Rental Housing Registration Form, RHO-01 - Due December 1
2. Trailer lot registration form RHO-03 - Due December 1
3. Application for Tenancy, RHO-02 - Due with tenancy change
4. Chapter 15.30 – Rental Property Minimum Housing Quality Standards

### **Please discard any and all prior forms and use the updated enclosed forms.**

The Rental Housing Registration is the form due December 1 of each year. All tenants should be listed by first and last name. Should the tenants be the same as previously listed, do not state "same", you must list each tenant on the registration form. In addition, a form was created for trailer lots (RHO-03). If you own a trailer lot or a trailer, please complete this form.

The Application for Tenancy Form is to be utilized when you have a Tenancy change. If the tenants are the same, you do not need to submit the tenancy application or the \$15.00 with your registration. If you have had a tenancy change, since your last rental registration, then submit a tenancy application along with the registration form and the \$15.00 inspection fee. 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 with each change of tenancy carries a minimum fine of \$100.00.

### **PROPERTY MAINTENANCE:**

In the event rental property is found in violation of municipal code 15.24.160, pertaining to junk and trash, tall weeds, or grass or derelict vehicles and/or vehicle accessories, a seven (7) day abatement deadline will be sent to the e-mail address and/or the evening phone number of the property owner or property manager listed on the tenancy application form. The tenancy application form must be on file and up to date at City Hall. Failure of the property owner or property manager of rental property to abate said violation in the above mentioned time period will result in court action. Failure of the property owner or property manager of rental property to abate the violation in response to notifications on three (3) occasions will result in the loss of notification privileges. **In all of the above situations, the tenant will be cited upon the discovery of the violation.**

**PHONE AND E-MAIL NOTIFICATION:**

All rental property owners and/or rental property managers interested in participating in notification of tenant property violations may provide a night-time phone number and an e-mail address on the tenancy application and on the rental registration form. Both forms must be complete and up to date. Any changes to rental property tenancy are to be reported immediately by submitting a tenancy application to City Hall. The phone system is automated and will make calls starting at 5:00 PM. **This notification is voluntary and the only available notification method. E-mail and phone notification will be utilized only in reference to the above mentioned property maintenance violations.**

**FINES/PENALTIES:**

Your earliest response to this correspondence is critical as there is a \$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 \$100.00. Court complaints will be signed against those who fail to comply.

**INFORMATIONAL:**

I wish to thank you, in advance, for your cooperation in these efforts. If at any time you have changes to the required forms, please submit the changes to City Hall. Should you have any questions or concerns, please do not hesitate to contact me or members of the City's Code Enforcement Office. We can be reached by calling 573-471-2186 or by visiting [www.sikeston.org](http://www.sikeston.org)

Sincerely,

A handwritten signature in black ink, appearing to read "Trey Hardy". The signature is written in a cursive style with a long, sweeping underline that extends to the left.

Trey Hardy  
Code Enforcement Division Supervisor  
City of Sikeston

Enclosures

mnr

**CITY OF SIKESTON**  
**APPLICATION FOR TENANCY**

Instructions: Forward this completed form with an application fee of \$15.00 to the Sikeston Department of Public Works, Code Enforcement Office, 105 East Center Street, Sikeston, MO 63801.

<b>STREET ADDRESS OF RENTAL PROPERTY TO BE INSPECTED</b> _____ <b>APT. #.</b> _____
<b>NAME &amp; ADDRESS OF PROPERTY OWNER</b> _____
<b>NAME OF PROPERTY MANAGER</b> _____ <b>PHONE NO. ( )</b> _____
<b>PROPERTY MANAGER'S ADDRESS</b> _____
<b>DATE OF DESIRED OCCUPANCY</b> _____ <small>(DO NOT STATE AS SOON A POSSIBLE, PROVIDE MONTH AND DAY)</small>

**HEAD-OF-HOUSEHOLD** \_\_\_\_\_ **PHONE NO. ( )** \_\_\_\_\_

**DATE OF BIRTH** \_\_\_\_ / \_\_\_\_ / \_\_\_\_      **DRIVERS LICENSE #** \_\_\_\_\_

**PREVIOUS ADDRESS** \_\_\_\_\_

Street Address	Apt. No.	City	State	Zip Code
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**HOW LONG AT PREVIOUS ADDRESS?** From \_\_\_\_\_ To \_\_\_\_\_

**NAME OF LANDLORD OR MORTGAGE HOLDER** \_\_\_\_\_ **PHONE NO. ( )** \_\_\_\_\_

**THE FOLLOWING OCCUPANTS (AND NO OTHERS) WILL BE RESIDING AT SAID RENTAL PROPERTY:**

<u>NAME</u>	<u>SEX</u>	<u>DATE-OF-BIRTH</u>	<u>RELATIONSHIP TO HEAD-OF-HOUSEHOLD</u>
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I CERTIFY THE ABOVE INFORMATION TO BE TRUE AND ACCURATE STATEMENTS MADE IN CONJUNCTION WITH MY REQUEST FOR A RENTAL PROPERTY MAINTENANCE INSPECTION.

**\$15.00 Rental Inspection Fee Due with Application for Tenancy**

**TENANT(S):**

Signed: \_\_\_\_\_ Signed: \_\_\_\_\_ Date: \_\_\_\_\_

**PROPOSED LANDLORD/PROPERTY MANAGER:**

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

# CITY OF SIKESTON – RENTAL HOUSING REGISTRATION

**\*\* DUE DECEMBER 1 OF EACH YEAR \*\***

**Owner's Information**

Company Name: \_\_\_\_\_  
 President of Company: \_\_\_\_\_  
 Owner's Name: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 City, State, Zip: \_\_\_\_\_  
 Phone #: \_\_\_\_\_  
 Email Address: \_\_\_\_\_

**Property Manager's Information**

Company Name: \_\_\_\_\_  
 Contact Name: \_\_\_\_\_  
 Property Manager (if any): \_\_\_\_\_  
 Address: \_\_\_\_\_  
 City, State, Zip: \_\_\_\_\_  
 Phone #: \_\_\_\_\_  
 Email Address: \_\_\_\_\_

<b><u>Date Constructed:</u></b> I - New Const II - 3 or more yrs old Circle Type, add year	<b><u>Construction Type:</u></b> D- Duplex S- Single Family Unit M- Multi-Family Unit	<b><u>Street Address:</u></b> Address of Rental Unit	<b><u>Tenants:</u></b> List names of adults residing at this address	<b><u>Years Occupied:</u></b> How long tenants lived at address (i.e. years, months)
I - II -				
I - II -				
I - II -				
I - II -				
I - II -				
I - II -				
I - II -				
I - II -				

I, hereby attest the above to be a true and accurate record: \_\_\_\_\_  
Owner's Signature Date

**INSTRUCTIONS:** Return signed registration to the Public Works Department, Sikeston City Hall, 105 E. Center St., Sikeston, MO 63801 on or before **December 1 of each year.**

**\*\* Failure to submit form by December 1 of each year can result in a \$500.00 fine**

# CITY OF SIKESTON – RENTAL HOUSING REGISTRATION FORM – TRAILER LOTS

**\*\* DUE DECEMBER 1 OF EACH YEAR \*\***

**Owner's Information**

**Company Name:** \_\_\_\_\_  
**President of Company:** \_\_\_\_\_  
**Owner's Name:** \_\_\_\_\_  
**Address:** \_\_\_\_\_  
**City, State, Zip** \_\_\_\_\_  
**Phone #:** \_\_\_\_\_  
**Email Address:** \_\_\_\_\_

**Property Manager's Information**

**Company Name:** \_\_\_\_\_  
**Contact Name:** \_\_\_\_\_  
**Property Manager (if any):** \_\_\_\_\_  
**Address:** \_\_\_\_\_  
**City, State, Zip** \_\_\_\_\_  
**Phone #:** \_\_\_\_\_  
**Email Address:** \_\_\_\_\_

<b><u>Site Address:</u></b> Address of lot being rented.	<b><u>Site Tenant:</u></b> Name of person who rents the lot. (land trailer sits on)	<b><u>Trailer Owner:</u></b> Name of person who owns the trailer on the lot.	<b><u>Trailer Owner Address:</u></b> Address of the owner of the trailer. (Street Address, City, State, Zip Code)	<b><u>Tenant of Trailer:</u></b> Name of person living in the trailer.	<b><u>Years Occupied:</u></b> How long tenants lived at address (i.e. years and/or months)

I, hereby attest the above to be a true and accurate record: \_\_\_\_\_  
Owner's Signature Date

**INSTRUCTIONS:** Return signed registration to the Public Works Department, Sikeston City Hall, 105 E. Center St., Sikeston, MO 63801 on or before **December 1 of each year.**

**\*\* Failure to submit form by December 1 of each year can result in a \$500.00 fine**

## Chapter 15.30

### Rental Property Minimum Housing Quality Standards

#### Sections:

15.30.05	Generally
15.30.07	Definitions
15.30.10	Compliance Standards
15.30.20	Units Subject to Compliance
15.30.30	Inspection Personnel/Administration
15.30.40	Inspection Fees and Procedures
15.30.50	Drive-by Inspections, When Applicable
15.30.60	Routine Inspections and Enforcement
15.30.70	Connection of Public Utilities Dependent upon Successful Inspection
15.30.80	Appeals Board, Created

**15.30.05 Generally:** The City Council of the City of Sikeston, Missouri has found it to be in the best interest of its citizens to preserve the quality of its housing inventory and to protect its neighborhoods from neglect and deterioration which act as a threat to health, safety and the welfare of its people and places. (Ord. 5093, 1/97)

**15.30.06 Definitions:** (Ord. 5517, §II, 11/02)

Occupant: Any person living or sleeping in a building or having possession of a space within a building.

Operator: Any person who has charge, care or control of a structure or premises which is let or offered for occupancy.

Owner: See Property Owner Definition

Person: An individual, corporation, partnership or any other group acting as a unit.

Premises: A lot, plot or parcel of land including any structures thereon.

Property Owner: Any person, agent, operator, firm or corporation having a legal or equitable interest in the property; or recorded in the official records of the state, county or municipality as holding title to the property; or otherwise having control of the property, including the guardian of the estate of any such person, and the executor or administrator of the estate of such person if ordered to take possession of real property by a court.

Rental Property: Any premises that is not occupied by the owner. Including those premises that are subject to agreements providing for contracts-for-deeds.

Tenant: A person, corporation, partnership or group, whether or not the legal owner of record, occupying a building or portion thereof as a unit. (Ord. 5517, §II, 11/02)

**15.30.10 Compliance Standards:** All rental units identified for compliance herewith, must conform to Housing Quality Standards (HQS) established by the U.S. Department of Housing and Urban Development as from time to time amended, in effect upon adoption of this Ordinance. (Ord. 5093, §II, 1/97)

**15.30.20 Units Subject to Compliance:**

- A. Type I - newly constructed units shall be those rental units constructed less than three (3) years. (Ord. 5517, §II, 11/02)
- B. Type II - rental units shall be those rental units constructed and in rental service more than three (3) years.
- C. Units which are subject to contracts for deeds shall be treated as Type II rental units. (Ord. 5093, §VI, 1/97)

**15.30.30 Inspection Personnel/Administration:**

- A. Inspections of rental property shall be conducted by staff of the Department of Public Works to insure compliance with Section 8 Guidelines of the Housing Quality Standards (HQS). (Ord. 5093, §IV, 1/97)
- B. The City Manager is directed to develop appropriate forms, applications and listings in order to accommodate this Ordinance and the Housing Quality Standards (HQS) herein referenced. (Ord. 5093, §V, 1/97)

**15.30.40 Inspection Fees and Procedures:** For purposes of this Ordinance, the following designators shall mean:

- A. To accommodate the purposes of this Ordinance, all property owners of rental property shall require new tenants of the property to fill out an application for occupation of the property. The property owner shall submit said application to the Planning Division/Code Enforcement Office together with an occupancy permit inspection fee of fifteen dollars (\$15.00). Collection of said fee is suspended for a period of two years from the date of program implementation; fee shall be effective December 1, 2002. It shall be the responsibility of the owner to make the unit available for inspection. Upon successful completion of inspection, in keeping with the guidelines of the Housing Quality Standards, the Board of Municipal Utilities shall be advised of the issuance of an Occupancy Permit. Failure to report a change of tenant or occupancy will result in the property owner being found in violation of this ordinance, and subject to a fine of not less than \$100 for the first offense and an additional \$100 fine for each subsequent offense up to a maximum fine of \$500. (Ord. 5517, §II, 11/02)
- B. In the event a unit fails to pass the drive-by or biennial inspection, in keeping with the Guidelines of the Housing Quality Standards or in keeping with the Property Maintenance Standards of the City of Sikeston, the unit shall be subject to a full interior inspection.

3. The owner thereof shall have thirty (30) days within which to make minor corrections necessary to qualify the unit. Major corrections shall be deemed those violations that represent health and safety issues, and which require immediate correction. Failure to remedy violation notices shall result in the filing of a complaint. Convictions on said charges will result in a minimum fine of \$100 for every thirty days, or portion thereof, the violation goes unremedied, up to a maximum fine of \$500. An Occupancy Permit shall only be issued by a Code Enforcement Officer upon the property's compliance with the Guidelines for Housing Quality Standards.
  
4. Owners of all rental units, including those which are subject to agreements providing for contracts-for-deeds shall, by December 1 of each year, submit a listing of all property, whether occupied or vacant, which discloses the address and location of each rental unit and whether it is a free-standing unit or one which is connected to other structures, and the name(s) of each tenant(s) thereof. In the event the owner of the rental property fails to submit said listing to the Director of Public Works or his designee on or before December 1 of each year, said owner shall be subject to a fine of not less than five hundred dollars (\$500.00). Owners shall register all individual tenants with the Director of Public works, or his designee, prior to said tenant's occupancy. In the event the owner fails to register tenants prior to occupancy, said owner shall be subject to a fine of not less than one hundred dollars (\$100) for the first offense, and an additional \$100 fine for each subsequent offense up to a maximum fine of \$500. (Ord. 5349, §II, 11/00)

**15.30.50 Drive by Inspections, When Applicable:**

- A. Type I - rental units shall be exempt from inspections during the three (3) year exemption period set forth in 15.30.20 A, unless formal complaints are received by the Planning Division/Code Enforcement Office of the Department of Public Works which disclose conditions which place the realty in the jurisdiction of the Planning Division/Code Enforcement Office in which event said realty shall be reclassified as Type II. (Ord. 5517, §II, 11/02)

**15.30.60 Biennial Inspections and Enforcement:** Biennial inspections shall be conducted as follows:

- A. Type I - a unit having exhausted the three (3) year exemption term shall be subject to a biennial inspection the first year it is in service.
- B. Type II - all non-exempted rental housing units shall be inspected no less than once every twenty-four (24) months.
- C. Owners of units which fail to successfully pass the biennial inspection shall be notified of such failure, and shall have thirty (30) days within which to bring said unit to the standards required by the Guidelines of the Housing Quality Standards.

- D. The time for performing work necessary to successfully pass a biennial inspection may be extended by personnel of the Planning Division/Code Enforcement Office upon cause therefore being demonstrated.
- E. Failure of an owner of a unit to correct any deficiencies found therein or thereon in either a biennial examination or a drive-by inspection within thirty (30) days of notification shall result in the landlord being found in violation of this ordinance, and subject to a fine of \$100 for every thirty days, or portion thereof, the violation goes unremedied, up to a maximum fine of \$500.
- F. An Occupancy Permit shall only be issued by a Code Enforcement Officer upon the property's compliance with the Guidelines for Housing Quality Standards. (Ord. 5093, §X, 1/97; Ord. 5349, §IV, 11/00)

**15.30.70 Inspections and Enforcement:** Type I and II rental housing units may not have public utility connections until they have successfully passed inspection by the Planning Division/Code Enforcement Office. (Ord. 5349, §V, 11/00)

**15.30.80 Appeals Board:**

- A. Meetings of the Rental Ordinance Review Board will be called upon receipt of an appeal or at the direction of the Chairperson.
- B. Notice of meetings of the Appeals Board will be posted at City Hall with the members receiving First Class Mail notice of same.
- C. Meetings will be conducted as soon after filing an appeal as may be in order give effect to the law. (Ord. 5159, §III, 9/97)