Community Development
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# RESIDENTIAL RENTAL HOUSING CODE PROGRAM GUIDELINES
**(originally approved February 2, 2012)**

The City of Clive has developed a Housing Program which includes the adoption of a Rental Housing Code and the development of a program that ensures the regular inspection of rental units, inspection of rental units upon complaint and certification of rental units. The City Council has adopted the 2009 International Code Council Property Maintenance Code as the basis for the Rental Housing Code.

The City Council has also identified the following program as the preferred means of implementing the Rental Housing Code. A summary of the program is below:

> **Self Inspection with Audit:** This program will be primarily driven by the individual property owner in that they are responsible to "self inspect" their units and ensure that their units are maintained in accordance with the code. To aid in the self inspection, the City will provide an inspection checklist for each rental unit.
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> To ensure compliance, the City will conduct audit inspections of approximately 20% of the rental units on an annual basis.
>
> Additionally, the City will be involved in the inspection process when a tenant registered complaint is unresolved by the property owner.
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> Upon identification of non-compliance during the audit inspection or complaint investigation, the City will require corrective action and proceed with enforcement action if corrective action is not undertaken in a timely manner.

**Program Implementation -**
The program will contain three primary paths to compliance: Self inspection, audit inspection and complaint inspection.

The ***Self Inspection*** process will involve the property owner registering their rental unit and then completing an inspection of the unit based upon the City provided inspection checklist. The property owner will have the option of completing the inspection themselves or they may hire a consultant to prepare the inspection report. In either case, it shall be the property owner's responsibility to ensure that the unit is fully compliant with all sections of the code throughout the occupancy of the rental unit.

The ***Audit Inspection*** process will involve the Community Development Department reviewing the submitted inspection reports for each property and selecting approximately 20% of the housing stock to review on an annual basis.

The timeline associated with the Audit Inspection process will be as follows:

**January 1st -**
Identify approximately 20 units for an "Audit Inspection" during the first week of February. Notification to the property owner of the selected units will be mailed.

**February 1st -**
Identify approximately 20 units for an "Audit Inspection" during the first week of March. Notification to the property owner of the selected units will be mailed.

**February (1st week of) -**
Approximately 20 units will be inspected to ensure compliance with the minimum standards. A correction notice, if necessary, will be issued and the property owner will have 30 days to complete the corrections or submit an appeal prior to March 1st.

**March 1st -**
Accept appeal applications (February inspections) and establish agenda/notification.

**March (3rd Thursday of month) -**
Building Code Appeals Board (February cases)

The process outlined above will continue continuously throughout the year.

The ***Complaint Inspection*** process will involve the Community Development Department reviewing rental units following a complaint. A tenant will be required to submit the complaint to the property owner and the property owner will have 7 days to address the complaint unless the complaint is associated with an emergency condition (ie: electrical outage, deficient heat supply, lack of water supply to the unit, flooding of the unit). If the property owner does not address the complaint or fails to make corrections within 20 days, the Community Development Department will conduct a Complaint Inspection (inspection of the entire unit will be completed).

In the case of an emergency condition, the property owner should address the complaint immediately and make provisions for safe and habitable conditions within 24-hours.

If a code violation is identified during the Complaint Inspection, the property owner will have 30 days to complete the correction or file an appeal.

If an appeal is submitted, the case will be heard by the Building Code Board of Appeals at the board's next available meeting.

**Fees**
The following is a fee schedule for services (re-inspections, complaint inspections, appeal application):

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| Bi-annual Certificate of Occupancy | $65.00 |
| Failure to Register (initial or renewal) | $250.00 |
| Re-inspection | $60.00 per hour (1 hour minimum) |
| Complaint Inspection | $150.00 (inclusive of 1 re-inspection) |
| Appeals Application | $200.00 |
| Late Payment | $25.00 |