



## DEPARTMENT OF COMMUNITY DEVELOPMENT SERVICES

*Planning Division*

### **m e m o r a n d u m**

**TO:** Bruce K. Walden, Chief Administrative Officer

**FROM:** Elizabeth H. Tyler, AICP, Director

**DATE:** August 10, 2006

**SUBJECT: AN ORDINANCE TO ESTABLISH A REGISTRATION PROGRAM FOR RESIDENTIAL PROPERTIES BEING RENTED WITHIN THE CITY OF URBANA**

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### **Introduction**

The City of Urbana has historically had a high proportion of its housing stock in rental properties. This is due in part to its status as the home of the University of Illinois, but rental housing is also an important resource for a large proportion of residents who are not affiliated with the University. Currently, it is estimated that the City of Urbana includes over 10,000 rental units, comprising almost two-thirds of the housing stock. The trend for rental properties is an important component of the local housing market and continues strongly in new construction as well, with close to 500 rental units being constructed in the past year and a half alone. The amount of rental property in the community presents an important obligation on the part of the City and of landlords to ensure the safety, health, and welfare of the rental residents.

The City of Urbana is considering adoption of a new rental registration program that would require annual registration of all rental properties in the City, including single-family, duplex, and multi-family housing. The purposes of the registration program are to help ensure a safer rental housing stock, protect property values, and improve accountability of rental units. This program will be operated in conjunction with our ongoing systematic rental inspection program and will involve simple annual registration of all rental properties in the City accompanied by an increased pace and extent of inspection and a property classification or grading system. Residents throughout the City have lobbied hard for such a program for many years. In fact, Urbana-Champaign is the only community of any size in central Illinois that does not have such a program.

With the rental registration program, the City will be able to budget for a second housing inspector and will be better able to implement its systematic inspection program on a more frequent and extensive basis. Staff has structured the proposed program to be as simple and streamlined as possible. The currently proposed effective date for the program is October 15, 2006. This effective date has been scheduled to avoid move-in/move-out times and to allow for incorporation of program fees into rental leases for the following year. Staff has calculated that the cost of the new program will result in less than a \$1.00 increase in the monthly rent for apartment tenants and less than \$5.00 per month for households renting single-family homes.

The proposed program has been developed by Urbana staff working in conjunction with the Mayor's Neighborhood Safety Task Force. It incorporates survey results from other communities with successful rental registration programs. Preliminary discussion and an initial public hearing on this proposal were conducted by the City Council in July. A second public hearing before the City Council is scheduled for **September 25, 2006** at 7:00 p.m. at the City Council Chambers at 400 South Vine Street. The proposal will also be discussed at a Council Committee of the Whole meeting on August 14, 2006. Final action on the proposal is tentatively scheduled for October 2, 2006.

## **Background**

The City has experienced continued growth in the number of rental housing units for several years. According to the 2000 Census, 63% of the 14,327 housing units (or approximately 9,026 units) within the City were renter occupied. Since then, close to 1,000 additional rental units have been built. Based on Assessor's records and other data as of 2005, staff's best estimate is that the City has 10,056 rental units, including 8,440 multi-family units (comprised of three units or more), 412 rented two-family or duplex units, and 1,204 rental single-family units.

The City has operated a successful housing inspection program for over 20 years. Until very recently, this program was staffed by one housing inspector and shared support staff. A second housing inspector was included in the City's 06-07 budget and this individual has just recently started employment. (Inclusion of the expanded housing program in the budget anticipated successful adoption of a rental registration program and fee recovery later in the year.) The housing program is managed by the Building Safety Manager. The primary responsibilities of the housing program include the systematic inspection of all multi-family rental properties in the City (three units and above), inspection of any rental properties for which a complaint has been filed, inspection of mobile home parks on an annual basis, and annual inspections of all University certified housing in the City under contract to the Housing Division of the University. The Housing Inspector also assists the Grants Management Division for HUD-required inspections of City-assisted housing and the legal division in investigating and prosecuting violators of the City's Property Maintenance Code. Coordination with the Fire Department, Police Department, Nuisance Inspector, and Tenant Unions is also necessary. In addition to our housing inspection program, Urbana's fire fighters conduct bi-annual inspections of commons areas for all apartments in the City. This inspection helps to ensure proper alarm and egress provisions in the event of a fire or other emergency. If code compliance conditions are detected during this routine inspection, the Building Safety Division is alerted and additional inspections are conducted.

As the City's housing stock has grown, it has become more difficult for the Housing Inspector to keep up with a reasonable rotation for systematic inspections. In addition, concerns about problem rental properties have increased in recent years in several neighborhoods in the City. There are also increasing neighborhood concerns about the safety and property maintenance of single-family houses that have been converted to rental units, particularly in neighborhoods near the University of Illinois. There are frequent concerns that these units are occupied by more than the limits set forth in

the Zoning Ordinance. Residents believe that it is necessary to extend the systematic inspection program to these units to ensure their maintenance and tenant safety, to maintain neighborhood character and to protect property values.

The possibility of establishing a rental registration program has been discussed and promoted for many years by citizens and neighborhood groups in Urbana. In 2004, a registration program was an action recommendation by the University-Neighborhood-City group, which includes members from the City, the West Urbana Neighborhood Association, and University administration. Establishment of a rental registration program was a component of the Council goals adopted in September 2006. Such a program has also been supported by other neighborhood representatives, most recently as members of the Mayor's Neighborhood Safety Task Force. This Task Force includes representatives from the City (Mayor, Police, and Community Development), all neighborhoods, apartment owners, property managers, legal experts, and tenant union. The Task Force reviewed and revised earlier versions of the program description. At their June 20, 2006 meeting, the Task Force recommended that the program be forwarded to the Council for consideration. The University of Illinois has also supported the proposed rental registration program with a representative of the Chancellor's officer testifying this support at the first public hearing held before City Council.

## **Rental Survey**

In order to learn more about successful rental registration programs in other communities, Urbana staff sent out a survey to several other cities with major universities to see how they handle housing inspections and rental registration. This survey included questions about population, number of rental units, building inspection staff, and fees charged for inspection programs. Thirteen cities responded to the survey, with populations ranging from 22,000 to 115,000. The survey and a summary of results are attached. The City of Champaign also recently conducted a similar survey and found consistent results.

Overall, most cities surveyed have some sort of licensing or registration program, and most cities charge fees for either rental registration, rental inspections, or both. Responding cities averaged 5.5 full-time and 2 part-time inspection staff, and inspect over 12,000 units in less than 2.5 years. By contrast, Urbana has, until recently, had only one inspector (supported by a shared secretary) working on apartment inspections for approximately 8,440 units. Due to recent growth of our multi-family stock, it is estimated that it could take 7 to 10 years to cycle through the entire city under our current systematic inspection program. Single family rentals and duplexes (of which we have an estimated 1,616 units) are not currently inspected under the systematic inspection program. However, these units are inspected as a result of tenant complaints or maintenance conditions that are visible from the street.

Many cities with Rental Registration Programs had a separate schedule of fees for single-family, duplex, small and large apartment buildings. Nearly all cities had both a per-building fee in addition to a per-unit fee for apartment buildings.

Most of the respondents were larger cities that had a lower proportion of rental housing. The closest match to Urbana was Normal, Illinois. Normal is the smaller half of a twin-city region

containing a state university, much like Champaign-Urbana. Their population is slightly higher than Urbana, at 45,000. Normal systematically inspects each of its 8,000 apartments every year. They have three full time housing inspectors, and their registration fees are \$30 per building plus \$5 per rental unit.

Bloomington represents another Illinois city with a rental registration program. Their program has been in existence for several years. Bloomington employs 10 full-time staff in their registration and inspection program, which accounts for nearly 20,000 rental units. They recently expanded it to include single-family and duplex rental units. This transition has been difficult as it is not easy to track down owners of those properties who are unaware or unwilling to register.

Champaign does not register or regularly inspect its rental units. They have recently initiated a program to inspect common areas of apartment buildings, but it is not as comprehensive as our systematic inspection program and relies upon self-inspection. Rantoul is just beginning a program similar to what is being proposed in Urbana, but they would include mobile home parks and also inspect rental units every time they are occupied by new tenants. This program is still being developed by staff.

City staff recently attended a training session conducted by the City of Bloomington which involved roundtable discussions of rental inspection programs for cities in central Illinois. At this training, staff were able to learn firsthand about the successes and difficulties of similar programs being administered in Peoria, Bloomington, Normal, Springfield, Decatur, and Danville. Representatives of Champaign and Rantoul also attended. From this training we learned that Urbana is not alone in its community need for monitoring of rental properties and concern about keeping up with a growing housing stock.

## **Program Benefits**

Under the proposed Rental Property Registration Program, Urbana can keep track of who is leasing out their properties and where those properties are. It will produce a database of all apartment buildings and other rental housing in the City. With Rental Registration, the City will have contact information for the owner of each building, as well as the property manager. The Rental Property Registration Program offers a way to keep track of code enforcement inspections, enforce occupancy limits, and will involve modest per building or unit fees to help with the costs of administering the program. Rental Registration can also be used as a means of authorizing landlords to operate in a community. If a landlord does not register property or does not abide by the property maintenance ordinances, he/she could be placed on a register of noncompliance and, in extreme cases, could even be prevented from renting out properties in the City.

Rental Registration programs provide several benefits, including:

- **Safety:** The City will be able to contact owners or landlords at any time an emergency may occur. Unsafe conditions will be easier to spot and remedy when there are more

inspectors visiting properties more often. Over time, increased inspections under a rental registration program will result in safer housing stock. This will benefit tenants and the larger community.

- **Neighborhood stability and property value protection:** Rental properties will be inspected more often, which will prevent minor code infractions from developing into bigger problems. This protects the character of neighborhoods as well as the value of property for landlords and homeowners.
- **Rental accountability:** The Rental Property Registration Program will be another tool to encourage landlords to be accountable for issues such as respecting the occupancy limits and lawful use of the dwelling, as well as maintaining sanitary and safe conditions. In extreme cases, a landlord may even be prevented from registering a property for rental if code violations are persistent, extensive, and serious and the landlord is uncooperative in pursuing corrections.

The program will be relatively simple. The City will make registration forms available to property owners on an annual basis. These forms will be available in hard copy and on-line. Property owners return the form along with an annual fee which covers program administration and more frequent inspections. Under the program, rental properties will be periodically inspected based upon a priority system, in addition to any tenant complaint inspections and regular commons area inspections.

## **Program Description**

A detailed description of the proposed program is contained in the attached draft Ordinance. Among the major aspects of the program are the following:

1. The scope of the program (Section 2) is extended to any dwelling units and their accessory units that are leased as rental units within the City of Urbana. Identified exclusions include nursing homes, rest homes, hotels and motels, public housing, University Certified housing, and any other units that are not covered by the Property Maintenance Code provisions of the City of Urbana. This scope extends, for example, to the rental half of a duplex which is owner-occupied, to a house which is occupied by the owner, but for which rooms are rented under a lease, to houses leased on a temporary basis, such as a sabbatical. The scope of the program was discussed extensively by the Neighborhood Safety Task Force.
2. **Registration Requirements (Section 4).** The primary thrust of the program is the requirement for annual registration of all rental properties by October 15, 2006 of each year. (Note that previous drafts had targeted October 1, 2006. This effective date was extended at the request of the Apartment Association in order to accommodate the September 25<sup>th</sup> public hearing date). This time of year is gauged to avoid move-in/move-out and holiday times and will allow for incorporation of any associated costs into the following year leases. For simplicity of administration, the registration and collection of

fees is conducted only once a year, though new units coming on line can be accepted at any time. Changes of ownership must also be registered within 30 days, but payment of a fee is not due until the next registration period. Due to the high volume of properties involved, staff does not recommend any pro-ration or partial year fee payment. The registration of the property is valid until the next registration period. Failure to register by the deadline is an automatic violation of the Ordinance.

3. Application (Section 5). The application form is limited to the essential information necessary and avoids issues of privacy invasion. A proposed application form is attached.
4. Fees (Section 8). The initial proposed fees have been set at the average of the surveyed communities and are expected to cover the costs of program administration, including the second housing inspector, support staff, legal assistance, and associated overhead and administrative costs. Fees for subsequent years will be set as part of the City's schedule of fees following analysis of revenues and costs. The program shall be self-supporting, but is not intended to generate excess revenue. The two-tiered fee system proposed for 2006 is shown on the attached table and would involve an annual fee of \$50 for single-family and rental duplex units, \$40 for each multi-family building plus \$10 per multi-family unit. Any unpaid fines pursuant to the program are added to the next year's registration fee. The proposed fee schedule also includes a \$100 fee for failure to register, and a \$25 fee for failure to show up to a scheduled inspection or for a second re-inspection.
5. Inspection Priorities (Section 9). Due to staffing limitations, the City is unable to guarantee a specific rotation for inspections, though systematic inspections every three to five years is a reasonable goal. This section identifies the priority system that will be used in determining inspection priorities. In general, inspections will be conducted by zone (as they are currently), in response to complaints and exterior observations, in response to fire and police concerns, and with an effort that reflects the proportion of the housing stock to ensure optimal per unit safety (i.e., number of apartment units versus single family and duplex units). The property classification (see below) will also be an important determinant of inspection priority.
6. Assignment of Classifications (Section 10). Based upon a similar approach in Bloomington, this provision involves the assignment of classes to rental properties in Urbana as a result of inspections conducted under the program. The City's goal will be to attain a Class A for as many properties in the City as possible. The City and property owners can advertise their properties as achieving this status. Class B and C properties contain minor or major violations, respectively, that are not of a life safety magnitude. Class C properties may be inspected more frequently. Class D properties are problem properties that involve extensive and/or serious violations. A list of Class D properties shall be published and may be useful as a negative indicator for potential tenants. Once codes are attained, more frequent inspections may ensue. Class E properties signify new construction that will not need to be re-inspected for a period of three to five years unless

complaints are received. Finally, Class F properties are those that are not in compliance with the program and may not be lawfully occupied for rental purposes.

7. Local Agent (Section 11). This section requires that a local agent be assigned to a property if the owner of a rental property does not reside in Champaign County or an adjoining property. The purpose of this designation is to ensure that an individual is responsible in the event of an emergency, a tenant complaint, or a regular inspection.
8. Compliance Deadlines (Section 12). This section reflects the operating policies of the Building Safety Division in requiring proper timelines for correction of code violations. Failure to meet these timelines constitutes a violation of the City's Property Maintenance Code, other applicable codes, and the rental registration ordinance.
9. Safety and Security Provisions (Section 13). This section reflects the recommendations of the Neighborhood Safety Task Force in helping to ensure the operational safety of rental properties for tenants and neighbors. It addresses provisions for a building and unit security plan, restriction of access, cooperation with Police, and regular training of larger multi-unit apartment owners about crime prevention strategies.
10. Occupancy Limits (Section 14). This section sets forth the occupancy limits for rental properties consistent with the City's Zoning Ordinance. To ensure compliance with these limits by both the property owner and the tenants, a prepared Rental Agreement Addendum is required to be signed for each unit.
11. Violations (Section 15). This section itemizes the potential violations of the ordinance, such as failure to register or providing false information on an application.
12. Fines (Section 17). This section establishes a minimum fine of \$300 for any violation of the Ordinance, with an additional minimum fine of \$600 should the violation not be corrected within 14 days after any deadline which may be set. These fines are in addition to program fees and to fines that may be levied as a result of violations to other City ordinances, including Nuisance, Zoning, Property Maintenance, and Building Codes.

## **Issues & Discussion**

A number of revisions to the proposed ordinance have been suggested by Councilmembers and other stakeholders since its final review by the Neighborhood Safety Task Force. Where these suggestions are relatively minor, they have been incorporated directly into the attached draft and shown by underlining or strikeouts. More significant suggestions will require further discussion by Council to determine what changes should be made. Additional revisions may be suggested as a result of comments received during Council meetings or at the second public hearing to be held on September 25, 2006.

In addition to those included on the attached Ordinance, other suggested revisions and comments include the following:

1. Can properties that are inspected by HUD be exempted?

Staff does not recommend this exemption. The HUD inspection criteria are significantly different than the property maintenance and building inspection conducted by the City. Unless a property is owned by the Champaign County Housing Authority as public housing, HUD-subsidized properties are currently subject to the City's Property Maintenance Code. In the interest of keeping these properties safe, staff recommends that they be covered by the program.

2. Can HUD-subsidized senior housing be exempted from the program fees?

The City Council could consider exempting rental properties that are 100% occupied by low and moderate income seniors or disabled people from the program fees in order to reduce potential impact upon rents. There are three projects in Urbana that would qualify for this exemption: Sunnycrest Manor, Florida House Apartments, and Edge of Mall Apartments.

3. Can number of police calls resulting in conviction be added as a determinant of the Class system in Section 10?

The issues of safety and security are addressed by Section 13 of the Ordinance and violations are established by Section 15, items 8 and 9. Significant criminal activity at a property would likely result in the assignment of Class F, as the property would be deemed to be in violation of the safety and security component of the program. With the exception of Class F, the classification system is based only upon determinations made by the Building Official with respect to compliance with City Property Maintenance and other Building Codes. Including criminal activity as an additional factor would be outside of the jurisdiction of the Building Official and would depart from the legislative authority for this Ordinance which rests primarily with the City's Property Maintenance and Building Safety Codes. Staff does not recommend changing the classification system described in Section 10 to include factors that pertain to tenant behaviors rather than building conditions.

4. Can sabbatical housing be exempted?

Many University communities exempt sabbatical housing from their rental registration programs. The Neighborhood Safety Task Force considered this exemption and determined that all properties which obtain rental income and which are not covered by an equivalent program (e.g., certified housing) should be included within the program. As a practical matter, it could be difficult for staff to track and include all sabbatical properties. However, some level of compliance can be achieved through education and monitoring of ads.

5. Can "good landlords" be rewarded with lower registration fees?

The structure of the program as currently conceived applies uniform fees for the different housing types regardless of Classification. Attempting to apply an array of differing fees for the differing classifications could be complicated to administer. In addition, because the program is intended to be self supporting, the fees for remaining properties would need to be increased by some unknown amount. This would raise these fees above the average charged by other communities. It is staff's



goal that over time all properties are able to attain a Classification of either “A” or “B”. Should this goal be achieved and incoming fees are reduced, the program could not be sustained. The result could then be a gradual lessening of the quality of the housing stock. Rather than provide a direct monetary incentive for attaining a good classification, staff recommends that property owners make use of the high classification as a positive marketing tool and possible opportunity to add rent value to the property.

6. What does “on a 24-hour basis” mean? Do I need to provide a Local Agent every time I leave town?

The rental registration form requests accurate and reasonable contact information for the housing inspector to be able to contact the owner or local agent in the event of an emergency (defective furnace, for example). This does not mean that the owner of a small property must leave a designated agent in charge every time they leave town, but should an emergency occur, the owner should be reachable. Arrangements can then be made to address the problem. Emergencies sometimes occur outside of business hours and contact information must include home or cell phone numbers that are operable during these times. The purpose of requiring this information is to help ensure the safety of both the tenants and the property itself.

7. Does Section 13.c.1 encompass past criminal convictions?

No. This provision pertains only to present day unlawful behavior on the premises.

8. Will the information contained in a Rental Agreement Application be available to the public?

The City would only require a copy of the Rental Agreement Application in the event that over-occupancy is suspected (Section 14.a.3). In this event, a copy of the Agreement may be necessary to prosecute the case. However, personal information contained on such a form would be protected from the general public under the privacy provisions of the Freedom of Information Act.

## **Fiscal Impacts**

It is estimated that the expansion of the City’s housing program to accommodate the rental registration program will cost approximately \$148,000 per year. This amount includes the cost of the second housing inspector, part-time support staff, purchasing and servicing another vehicle, and paying for the associated overhead costs and legal fees. Staff estimates that this amount can be generated by the program under the registration fees, shown in the Attachment, even if the City is unable to track and obtain payment on all properties in initial years.

The current (FY 06-07) budget reflects the costs and revenues associated with the proposed program. While costs for the program will be accrued before revenues are attained, the year end goal is for the program to be self supporting and to have no net fiscal impact upon the City. A fiscal analysis of the program will be conducted on an annual basis and adjustments to the budget and fees will be made as necessary.

## **Options**

1. Urbana City Council can approve the ordinance as prepared.
2. Urbana City Council can approve the ordinance with amendments.
3. Urbana City Council can decide not to approve the ordinance.

## **Recommendations**

Staff recommends that the Urbana City Council review the proposed ordinance, suggest any desired revisions and continue to receive public input upon the matter up to and including the public hearing scheduled for September 25, 2006. Staff recommends approval at the Council meeting following this hearing to allow for the proposed start-up date of October 15, 2006.

**Memorandum Prepared By:**

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**Jeff Engstrom  
Planner I**

## **Attachments:**

- (1) Draft Rental Property Registration Program Ordinance
- (2) Rental Agreement Addendum
- (3) Property Registration Form
- (4) Proposed Rental Property Registration Fee Schedule
- (5) Rental Survey Results Summary

**City of Urbana**  
**Proposed Rental Registration Program**  
**Draft Ordinance**  
**August 10, 2006**

ORDINANCE NO. 2006-08-109

**AN ORDINANCE ADOPTING A REGISTRATION PROGRAM FOR RESIDENTIAL PROPERTIES BEING RENTED WITHIN THE CITY OF URBANA, ILLINOIS**

WHEREAS, it is the determination of the Urbana City Council that there is a growing number of residential rental properties within the City of Urbana, that some of these properties are in a declining state of maintenance, and that there is a need for an increased pace and scope of systematic inspections by the City of Urbana to improve building safety and property maintenance code compliance; and

WHEREAS, in order to protect the health, safety and welfare of the citizens of Urbana from quality of life and life safety problems associated with the inadequate maintenance of residential rental units and to maintain the quality of residential rental properties and surrounding neighborhoods it is deemed necessary to establish controls and standards for the rental of residential properties by means of a registration program with certain responsibilities and obligations attending thereto.

NOW, THEREFORE, BE IT ORDAINED BY THE COUNCIL OF THE CITY OF URBANA, ILLINOIS, as follows:

Section 1. Purpose. It is the purpose of the City of Urbana Rental Registration Program as adopted by this Ordinance to assure that rental housing in the City is maintained in a safe, decent, and sanitary condition and operated so as not to cause a nuisance or create blighting conditions to its surroundings. To ensure these conditions and to aid in the enforcement of the Property Maintenance Code, Building Safety Code, Zoning Ordinance, and other relevant provisions of Urbana Code of Ordinances, the Urbana City Council hereby establishes this Rental Housing Registration Program for all applicable residential rental units within the City limits.

Section 2. Scope. This Ordinance applies to any dwelling units and their accessory units that are leased as rental units located within the City of Urbana, with the following exceptions: nursing homes, rest homes, hotels and motels, public housing, University Certified housing, and any other units that are not covered by the Property Maintenance Code provisions of the City of Urbana.

Section 3. Definitions. The following words and phrases, when used in this Ordinance, shall have the meanings respectively ascribed to them in this section, except where the context otherwise requires.

Building Official means the acting Director of the Community Development Services Department, or his/her authorized representative.

Property Maintenance Code means any law, ordinance or governmental regulation concerning fitness for habitation, or the construction, maintenance, operation, occupancy, use or appearance of any premises or rental unit, in particular Article IX of Chapter 5 of the City of Urbana Code of Ordinances, as amended.

Local Agent means one or more persons who reside within Champaign County or an adjoining County who has charge, care, or control of a building in, or part thereof, in which rental units are maintained.

Multi-Family Building means a structure that contains three (3) or more Rental Units. Buildings with one (1) Rental Unit shall be known as Single-Family. Buildings with two (2) Rental Units shall be known as Duplexes.

Owner means one (1) or more persons, jointly, severally or in common, or any organization, in whom is vested all or part of the legal title to property, or all or part of the beneficial ownership and a right to present use and enjoyment of the premises, including a mortgagee in possession. As used herein, an organization shall include a corporation, government, governmental subdivision or agency, trust, estate, partnership, association or any other legal or commercial entity.

Rental Property means one or more structures sharing a common address which contain rental units, designed or used predominantly for continued occupancy of a residential nature; excepting properties as described under Section 2.

Rental Agreement means all agreements and valid rules and regulations embodying the terms and conditions concerning the use and occupancy of a rental unit and premises.

Rental Unit means one (1) or more rooms in a structure arranged, designed and used as a residence or living quarters by one (1) or more persons who are not its owner(s), and contained within a rental property as defined herein.

Section 4. Registration Required. From and after October 15, 2006, it shall be unlawful for any person, firm, partnership or corporation to operate a rental property without first registering it with the City of Urbana Building Official and henceforth complying with the provisions of the Rental Registration Program as presented herein, together with other applicable codes and ordinances of the City of Urbana. The registration is valid for one year and shall expire on the 14th day of October of the following year, unless violations of this Ordinance are identified as set forth in Section 15 of this Ordinance, in which case, the property shall be categorized as "Class F" pursuant to Section 10 of this Ordinance, and shall not be occupied for rental purposes until said violations are corrected.

Section 5. Application. Applications for registration shall be made in writing or online via the City's website on forms provided by the City and accompanied by the registration fee as established by the Urbana City Council. Such application shall be made at least thirty (30) days prior to the expiration of the registration, and shall specify the following:

- a) Name, address and telephone number of the owner of the rental unit.
- b) Name, address, and telephone number of the owner's agent responsible for the management of the premises of the rental unit.
- c) Legal address of the premises of the rental property.
- d) Number of units in each building within the rental property.
- e) Occupancy as permitted under the Zoning Ordinance, or as specified in the Certificate of Occupancy.
- f) Signed statement of owner and owner's agent indicating that he/she is aware of the City's Building Safety codes and Zoning (occupancy) codes and outlining the legal ramifications for knowingly violating said codes.
- g) Agreement by the owner and local agent (where applicable) to allow periodic systematic inspection of the rental unit by the Building Official and his/her designees.

Section 6. Registration Renewal. If there are no changes in ownership or agent representation, renewals of the registration may be made by filling out the Registration Renewal form furnished by the City and mailing said form together with the required registration fee to the Building Official, or by completing the registration renewal form and paying the required fee online.

Section 7. Changes in Ownership. Any changes occurring in the ownership of a rental unit shall require the new owner to apply for registration within 30 days of taking ownership. The new owner is not required to pay the registration fee until the current registration period expires.

Section 8. Fees. It is the goal of the Urbana City Council that the Rental Registration and Systematic Inspection Program be self-supporting. Council shall periodically establish a two-tiered schedule of registration fees: 1) for Single-Family Rentals and Duplex Rentals, which shall be applied on a per property basis; and 2) for Multi-Family Rentals, which shall be applied on a per property and per unit basis. The Building Official shall review income from fees and expenses of systematic inspections and administration of the registration program, and shall make recommendations to Council on any necessary adjustments as part of the annual fee schedule review. Fees shall be set for registration, failure to register, failure to appear for inspection, and subsequent re-inspections of Rental Properties which fail to meet City Codes. The annual fee for registration shall be increased by the amount of any fines that have been imposed at a particular address pursuant to Section 17 of this Ordinance and which remain unpaid at the time of expiration of the term of the registration pursuant to Section 4 of this Ordinance.

Section 9. Inspections. Properties registered under the Rental Registration Program shall be periodically inspected by the City of Urbana pursuant to the following provisions.

a) The Building Official shall establish a schedule of periodic inspections of Multi-Family, Single Family, and Duplex Rental Units to ensure compliance with this ordinance as well as all applicable codes, including but not limited to the Property Maintenance Code, the Building, Fire, and Flood Safety Codes (City Code Chapter 5), and the Urbana Zoning Ordinance and occupation limits set therein.

b) The inspection schedule for Multi-Family, Single Family, and Duplex Rental Units shall be conducted considering the following factors:

- (1) By systematic zones throughout the City, as previously established by Administrative Order (see separate published map of Systematic Inspection Zones).
- (2) As determined by tenant or neighbor complaints about a particular structure or area of rental properties, and/or as indicated by Fire and Police calls or exterior nuisance complaints about a structure or area.
- (3) With an inspection effort proportionate to the amount of the housing stock represented by each of the three rental housing types: multi-family, single-family, and duplex.
- (4) As determined by the inspection class assigned to a particular building, pursuant to Section 10 of this Ordinance.

c) Each occupant of a rental unit shall give the Owner or the Owner's Agent access to any part of such rental unit at reasonable times 24 hours after being notified (as defined in Sec. 12.5-15(a) of Ord. No. 9394-58, § 1, 1-18-94) for the purpose of effecting inspection, maintenance, repairs, or alterations as are necessary to comply with the provisions of this ordinance. If any owner, owner's agent or tenant of a rental unit fails or refuses to permit entry to the rental unit under his/her control for an inspection pursuant to this ordinance the Building Official may seek a Court Order authorizing such inspection. If inspections of rental unit are not allowed within reasonable time pursuant to this section as determined by the Building Official, then the property may be deemed to be in violation of this Ordinance and the building or unit in question may not be occupied.

Section 10. Assignment of Classifications. Upon completion of a property's inspection, the property will be classified as follows. Property will be considered for reclassification at each subsequent inspection. An inspection may not be necessary for designation as Class F.

- a) CLASS A - Building has no violations of applicable City Codes. Building inspected as lower priority on regular cycle thereafter.

- b) CLASS B - Building has minor violations of applicable City Codes and the violations do not pose an immediate threat of danger to the life, health and safety of the occupants of the building. Building inspected on regular cycle thereafter.
- c) CLASS C - Building has major or minor violations of applicable City Codes that are numerous in number and/or that affect the overall livability of the building, but do not pose a threat of danger to the life, health or safety of the occupants of the building. Building may be inspected as frequently as every year thereafter.
- d) CLASS D - Building has critical violations and is either unsafe, contains unsafe equipment, is unfit for human occupancy or is unlawful. Pursuant to the Property Maintenance Code, the Building Official may disallow occupancy of all or a portion of the building until Code violations are corrected. Building may be placed on published list of “Class D” properties. Once codes are attained, building may be inspected every year thereafter, or more frequently if deemed necessary by the Building Official.
- e) CLASS E - New construction within past 24 months. First inspection will occur on the next inspection cycle as lowest priority.
- f) CLASS F- Building is not in compliance with the Rental Registration Program pursuant to one or more of the violations specified in Section 15 of this Ordinance and may not be occupied for rental.

Section 11. Local Agent Required. If the owner of any rental unit covered under this ordinance does not reside within Champaign County or an adjoining county, or is not able to be contacted on a 24-hour basis, the owner shall provide the City with the name, address, and phone number of his/her local agent who resides within Champaign County or an adjoining County and is available to respond reasonably in the event of an emergency on a 24-hour basis.

Section 12. Deadlines for Compliance with Code Violations. Correction of all Code Violations pursuant to an inspection conducted in response to a tenant complaint or as part of the systematic inspection of rental properties shall follow the time lines established by Administrative Order or as adopted as a part of the Urbana Property Maintenance Code, as amended. Time lines for violations will be established by the Building Official or his/her designee in compliance with the Administrative Order and the Property Maintenance Code and shall consider the following factors:

- a) Whether the violation is pursuant to a tenant complaint or as part of a systematic inspection. Correction of tenant complaints shall be completed as soon as practicable and in no case longer than within 30 days, unless a bona fide extension has been granted by the Building Official or his/her designee.

- b) Whether the violation poses a life safety threat to tenants, in which case the violation must be corrected within one to three days, at the discretion of the Building Official or his/her designee, and occupancy of the unit may be disallowed by the Building Official or his/her designee. If the violation is not corrected within the established timeframe, occupancy of the unit will be disallowed. Said violations include, but are not limited to:
  - (1) No or dangerously malfunctioning utilities
  - (2) Insufficient heat
  - (3) Fire exits blocked or locked
  - (4) Severe overall deterioration of the property
  - (5) Serious structural problems that could endanger life
  - (6) Unsanitary conditions
- c) Whether the violation poses a livability concern for tenants, in which case said violations shall be corrected within a time period of one to five days, at the discretion of the Building Official or his/her designee. Such violations include but are not limited to:
  - (1) Security locks on windows or doors
  - (2) Broken door frame or door or window that compromises security of the Rental Unit
  - (3) Lack of hot water
  - (4) Inoperable water closet
  - (5) Inoperable smoke detectors
  - (6) Inoperable oven/range or refrigerator
  - (7) Burned out or inoperable lights in hallways, stairwells, or entryways
- d) Whether the violations involve routine maintenance, such as leaking faucets, water closet, hot water heater, or pipes; broken window glass; windows that do not open or close properly; missing or torn screens; and missing covers for electrical outlets or switches. Such corrections shall be completed within 30 days, unless a bona fide extension has been granted by the Building Official or his/her designee.
- e) Multiple timelines may be assigned pursuant to any one inspection, so that those items that require correction in a shorter period of time shall be corrected while the owner is allowed additional time to correct less urgent violations.
- f) The Building Official, at his/her discretion, may issue a second notice of violations prior to directing the City Attorney to file a complaint against the property owner pursuant to the enforcement provisions of the Property Maintenance Code.
- g) Enforcement of the Property Maintenance Ordinance shall be as established in Chapter 5 of the Urbana Code of Ordinances, as amended.

Section 13. Safety and Security. To ensure the safety of all residents of rental properties in the City of Urbana, every Owner of Single Family, Duplex or Multi-Family housing shall:



a) Establish a building and unit security plan, including a key tracking system and issuance of non-duplicable keys to tenants. If such a system is not established to the satisfaction of the Building Official and/or Police Chief, or if security complaints are received, all applicable locks shall be changed or switched when possession of a Rental Unit changes. To assist in compliance, the City shall provide sample security plans upon request.

b) Restrict regular access to building and unit keys to occupied Rental Units to the Owner or the Owner's Agent. Keys may be issued to vendors and contractors for the purpose of maintenance and repair, but in such cases the Owner or Owner's Agent shall take responsibility for the tracking and prompt return of such keys in order to protect the safety and security of tenants. If keys are lost in the course of maintenance and repair activities, the Owner shall promptly change locks at his/her own expense.

c) Cooperate with the Urbana Police Department in addressing crime problems that occur at any of the Owner's rental properties. Such cooperation shall include:

(1) Incorporation of a clause in every Rental Agreement prohibiting unlawful behavior on the premises and stipulating that a tenant may be evicted for unlawful behavior by the tenant or unlawful behavior by the tenant's invited guests on the premises.

(2) Incorporation of a clause in every Rental Agreement prohibiting willful destruction of property by the tenant or tenant's invited guests and stipulating that a tenant may be evicted for willful destruction of property by the tenant or tenant's invited guests.

(3) Incorporation of a clause in every Rental Agreement prohibiting tenants from having persons previously evicted from a property revisit the premises.

(4) Require the conduct of background and reference checks on all potential tenants and provide evidence of having conducted such checks upon request by the Urbana Police Chief.

(5) Preparation of a security plan and incorporation of crime prevention measures pursuant to this plan, as may be required by the Urbana Police Chief.

d) Every Owner or Local Agent of a Multi-Family Building containing 20 or more units shall attend a city-sponsored training about crime prevention at rental properties. Said training shall be conducted on an as-needed basis by the Urbana Police Department and other relevant City staff.

e) The Urbana Police Department and Community Development Services Department shall compile and provide educational materials to assist Owners and tenants with safety and security concerns. Such materials may include sample security plans, model leases, crime prevention information, emergency contact information, etc.

Section 14. Occupancy of Rental Units. Occupancy of residential rental properties shall be restricted and monitored as follows:

a) Every Owner of a Rental Unit consisting of the following dwelling unit types: single family, duplex, common lot line, multiple-family, mobile home or loft (as defined in Section II-3 of the Urbana Zoning Ordinance), shall inform the tenants, before entering into a Rental Agreement, that no more than one household (as defined in Section II-3 of the Urbana Zoning Ordinance) and three (3) additional unrelated persons (as set forth in Section V-11 of the Urbana Zoning Ordinance) may legally occupy the Rental Unit and shall:

(1) Execute a Rental Agreement Addendum, consistent with the form and content to be provided by the City, clearly stating the legal occupancy limit for the Rental Unit, the Owner's agreement that the Rental Unit has not been offered to be occupied by more than the legal occupancy limit, and the tenants' agreement to allow no more than the occupancy limit to occupy the Rental Unit. The Addendum shall be signed by the Owner or Owner's Agent and all tenants who will occupy the Rental Unit.

(2) Include as part of the Rental Agreement addendum the relationships of any tenants excluding children if the number of tenants excluding children exceeds four (4).

(3) Provide a copy of the Rental Agreement Addendum to the Building Official, upon request.

b) Rental Units consisting of the following dwelling unit types: single family extended group occupancy, duplex extended group occupancy, community living facility, dormitory, home for adjustment, hotel or motel, nursing home, home for the aged, and bed and breakfast (as defined in Section II-3 of the Urbana Zoning Ordinance), shall be occupied by no more than the maximum occupancy limit specified on the Certificate of Occupancy, as determined by the Building Official.

c) Rental Units consisting of a boarding house or rooming house, as defined in Section II-3 of the Urbana Zoning Ordinance, shall be occupied at any given time by no more than 15 persons, related or unrelated, or fewer as specified in the Certificate of Occupancy, as determined by the Building Official.

Properties so designated shall be leased on a per person basis.

Section 15. Violations. Violations of the Rental Registration Program are identified and addressed as follows.

a) Violations Specified. Violations of the Rental Registration Program provisions may include the following and may result in levying of fines set forth in Section 17 of this Ordinance, and/or as separately applied if pursuant to violations of other applicable codes and ordinances of the City of Urbana, and may result in the denial of the ability to operate the property for rental under the terms of this Rental Registration Program.

- 1) Failure to Register. If the Owner of property that is subject to this program fails to register said property after up to three attempts at notification have been issued by the City, said property shall be determined to be in violation of this Ordinance and it shall be unlawful to occupy the property as a rental property.
- 2) False Information on Application. The Owner of the property provides false information on an application that affects the health, safety and welfare of the residents and/or which substantially interferes with the ability of the City to properly enforce this Ordinance.
- 3) Failure to Renew. If the Owner of the property fails to renew registration of a property after up to three attempts at notification have been issued by the City, said property shall be determined to be in violation of this Ordinance and it shall be unlawful to occupy the property as a rental property.
- 4) Failure to Notify the City of Pertinent Changes. The Owner of the property fails to notify the City of changes on the application which changes may affect the health, safety, and welfare of the residents and/or which substantially interferes with the ability of the City to properly enforce this Ordinance.
- 5) Failure to Pay Fees pursuant to Section 8 of this Ordinance, said fees to be adopted from time to time by the City Council of the City of Urbana.
- 6) Failure to Allow Inspection pursuant to the Building Safety and Property Maintenance Codes of the City of Urbana and to Section 9 of this Ordinance.
- 7) Failure to Make Corrections pursuant to the Building Safety and Property Maintenance Codes of the City of Urbana and to Section 12 of this Ordinance.
- 8) Failure to Observe Safety and Security Measures pursuant to the Building Safety and Property Maintenance Codes of the City of Urbana and as specified by Section 13 of this Ordinance.
- 9) Failure to include crime reduction provisions in Rental Agreements as specified in Section 13(c) of this Ordinance.
- 10) Failure to abide by Occupancy Limits pursuant to the Zoning Ordinance of the City of Urbana and to the requirements of Section 14 of this Ordinance.
- 11) Failure to enact a Rental Agreement Addendum pertaining to Occupancy in certain instances as required by Section 14 of this Ordinance.
- 12) Failure to remove from a Rental Agreement any prohibited provisions as specified in Chapter 12.5-10 of the Urbana City Code (Ord. No. 9394-58 § 1,1-18-94).
- 13) Failure to Pay Fines, pursuant to Sections 8 and 17 of this Ordinance.
- 14) Failure to abide by other applicable provisions of the Urbana Zoning Ordinance, noise ordinances, animal control ordinances, nuisance provisions or the Illinois criminal code that materially and detrimentally affect the health, safety and welfare of the residents of the property and its surroundings.

b) Publication of Class Listings and Violations. As a public education service and incentive for improved compliance, the City of Urbana shall periodically publish a list of properties receiving a “Class D” or “Class F” pursuant to Section 10 of this Ordinance. Such listings shall be considered to be information available to the public upon request.

Listings of pertinent violations for the “Class D” or “Class F” properties shall similarly be provided to the public upon request.

Section 16. Appeals. Within 30 days of receiving notice of violations of the provisions of this Ordinance by the Building Official, including designation of Class pursuant to Section 10 of this Ordinance, the rental property Owner or his/her Local Agent may appeal to the Property Maintenance Code Board of Appeals of the City of Urbana for reconsideration. Appeals must be submitted in writing on forms to be provided by the City of Urbana. An appeal fee shall be submitted as set forth in the Schedule of Fees of the City of Urbana. The Property Maintenance Board of Appeals shall hold a hearing and may issue findings and recommendations regarding the violations and/or classification of the subject property. Separate Appeals provisions and procedures are necessary for violations of other Ordinances of the City of Urbana, including the Zoning Ordinance, violations of which may be appealed to the Urbana Zoning Board of Appeals, and the Building Safety Code, appeals of which may be presented to the Building Safety Code Board of Appeals. Appeals of the Property Maintenance Code of the City of Urbana are heard by the Property Maintenance Code Board of Appeals.

Section 17. Fines for Non-Compliance. Notwithstanding fines that may be applied pursuant to violations of other Ordinances of the City of Urbana, a minimum fine of \$300 shall be imposed for any of the violations identified in Section 15 of this Ordinance. If after receiving notice of a violation and fine, the violation continues for more than 14 days after any deadline which may be identified for correction, an additional minimum fine of \$600 will be imposed and the violation will be prosecuted by the City Legal Department.

Section 18. Severability. If any section, provision, or part of this Ordinance is held invalid or unconstitutional by a court of competent jurisdiction, the remainder of this ordinance shall remain in full force and effect and the application thereof to other persons, entities, or circumstances shall not be affected thereby.

PASSED by the City Council this \_\_\_\_\_ day of \_\_\_\_\_, 2006.

AYES:

NAYS:

ABSTAINS:

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Phyllis D. Clark, City Clerk

APPROVED by the Mayor this \_\_\_\_\_ day of \_\_\_\_\_, 2006.

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Laurel Lunt Prussing, Mayor

**CERTIFICATE OF PUBLICATION IN PAMPHLET FORM**

I, Phyllis D. Clark, certify that I am the duly elected and acting Municipal Clerk of the City of Urbana, Champaign County, Illinois.

I certify that on the \_\_\_\_\_ day of \_\_\_\_\_, 2006, the corporate authorities of the City of Urbana passed and approved Ordinance No. \_\_\_\_\_, entitled: **"AN ORDINANCE ADOPTING A REGISTRATION PROGRAM FOR RESIDENTAL PROPERTIES BEING RENTED WITHIN THE CITY OF URBANA, ILLINOIS,** which provided by its terms that it should be published in pamphlet form. The pamphlet form of Ordinance No. \_\_\_\_\_ was prepared, and a copy of such Ordinance was posted in the Urbana City Building commencing on the \_\_\_\_\_ day of \_\_\_\_\_, 2006, and continuing for at least ten (10) days thereafter. Copies of such Ordinance were also available for public inspection upon request at the Office of the City Clerk.

DATED at Urbana, Illinois, this \_\_\_\_\_ day of \_\_\_\_\_, 2006.

## Rental Agreement Addendum

Dwelling Address: \_\_\_\_\_

Dates of Occupancy:

Lease Start Date: \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_

Lease Stop Date : \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_

I have made personal and diligent inquiry and make this addendum based upon personal knowledge that the dwelling unit listed above has been leased to a group of persons containing no more than one household (related by direct lineal descent, adoption, marriage, foster child/parent relationship, or domestic partnership) and an additional three unrelated persons. **Prior to offering the dwelling unit for rent, I informed the prospective tenants that Urbana law prohibits more than one household and an additional three unrelated persons from occupying the dwelling unit.**

Initial one of the following:

\_\_\_\_\_ I am the owner of the property

\_\_\_\_\_ I am the manager of the property

If this dwelling is leased to more than four persons, excluding children, I have listed below the names of lessees who are related, and their relationship, as necessary to demonstrate that the house has been leased to no more than four unrelated adults:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**I affirm under the penalties for perjury that the foregoing representations are true. Submission of a perjured affidavit is a violation of Urbana City Code punishable by a fine of between \$500 and \$2,500 and may result in the suspension of the rental registration.**

Date: \_\_\_\_\_ Signature: \_\_\_\_\_ Printed \_\_\_\_\_

**TENANTS MUST COMPLETE REVERSE SIDE OF THIS FORM**

## Tenant's Agreement to Adhere to Legal Occupancy Limits

I affirm by my signature below that the house located at \_\_\_\_\_, for which I have signed a lease, was rented for occupancy by no more than 4 unrelated persons and that the owner or manager has informed me that the City of Urbana prohibits more than one household (related by direct lineal descent, adoption, marriage, foster child/parent relationship, or domestic partnership) and 3 additional unrelated persons from occupying this house.

**I AFFIRM THAT IT IS MY INTENTION THAT THIS HOUSE WILL BE OCCUPIED BY NO MORE THAN FOUR UNRELATED PERSONS DURING THE ENTIRE TERM OF THE LEASE.**

**I UNDERSTAND THAT A PERSON WHO USES THIS ADDRESS FOR ANY PURPOSE SHALL BE CONSIDERED AN OCCUPANT.**

I affirm under the penalties for perjury that the foregoing representation is true. Submission of a perjured affidavit is a violation of Urbana City Code punishable by a fine of between \$250 and \$500.

Date:\_\_\_\_\_ Signature:\_\_\_\_\_ Printed:\_\_\_\_\_

Date:\_\_\_\_\_ Signature:\_\_\_\_\_ Printed:\_\_\_\_\_

Date:\_\_\_\_\_ Signature:\_\_\_\_\_ Printed:\_\_\_\_\_

Date:\_\_\_\_\_ Signature:\_\_\_\_\_ Printed:\_\_\_\_\_





# Rental Property Registration Form

Community  
Development Services

<<OWNER NAME -----  
ADDRESS BLOCK -----  
CONTINUES HERE ----->>

### Owner Contact Information

Mailing Address: \_\_\_\_\_

Daytime Telephone: \_\_\_\_\_ Evening Telephone: \_\_\_\_\_

Fax: \_\_\_\_\_ E-mail Address: \_\_\_\_\_

**Local Agent Information:** If the Owner does not reside in Champaign County or one of the Adjacent Counties, OR the Owner is not able to be contacted on a 24 hour basis, the Owner must provide information for a Local Agent who resides in Champaign County or one of the Adjacent Counties and is able to be contacted on a 24 hour basis.

Agent's Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Daytime Telephone: \_\_\_\_\_ Evening Telephone: \_\_\_\_\_

### CONTINUED ON REVERSE

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### Payment Due

Permanent Parcel Number: **xx-xx-xx-xxx-xxx**

Address: **123 FAKE STREET**

Our records indicate you own the following rental properties at the above address:

<input checked="" type="checkbox"/>	Single Family Home	@	\$50
<input checked="" type="checkbox"/>	Duplex	@	\$50
<input checked="" type="checkbox"/>	Apartment Building(s)	@	\$40 +
<input checked="" type="checkbox"/>	Apartment Units	@	\$10

**Total Due for this address: **\$XXX****

Please print your Permanent Parcel Number on your Check. Make Checks Payable to: City of Urbana, PO Box 219, Urbana, IL 61803-0219. Please return this form in it entirety. If you believe there has been an error by this office please do not hesitate to call (217) 384-2443.

**Terms of Rental Registration Program**

By signing this form the Owner and Local Agent (if applicable) agree to the following terms:

- That no rental unit has been rented or leased or offered for rent or lease in a manner which would result in violation of the occupancy levels permitted by the Urbana Zoning Ordinance or a Certificate of Occupancy.
- That each Rental Unit will be periodically inspected by the Building Official, and in the event the rental unit does not meet City code standards the owner agrees to correct all code violations cited by the City.
- That a Rental Agreement Addendum has been executed by the owner or local agent and by each tenant for rental units consisting of a single family, duplex, common lot line, multiple family, mobile home, or loft dwelling unit types..
- That failure to adhere to these terms and others outlined in the adopting Ordinance will result in violation of the Rental Registration Ordinance, fines, and assignment of a “Class F” to the property. “Class F” properties may not be rented.

\_\_\_\_\_  
Signature of Owner

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Owner’s Agent

\_\_\_\_\_  
Date

## **Rental Registration Fee Schedule**

Single Family Rentals	\$50
Duplex Units	\$50
Multi-Family Buildings	\$40
Additional Fee Per Apartment	\$10

## **Penalty Fees**

Failure To Register	\$100
No-show Fee	\$25
2nd Re-inspection Fee	\$25

November 14, 2005

Dear:

Our office has been assigned to explore the feasibility of the implementation of an apartment licensing program. A critical step in accomplishing this task is to gather information from other communities that have an existing apartment licensing program. We are interested in learning the good and bad points from other community programs.

If you could please complete the enclosed survey and return it to this office in the enclosed envelope or fax to 217-384-0200. Please complete and return the survey within 30 days, even if you do not have an apartment licensing program. However, if you do have such a program, we would really appreciate it if you could send copies of ordinances, forms, letters, certificates, or any other information that may prove useful in organizing a program of this type. Especially useful would be your thoughts on the strengths and weaknesses of your existing licensing program and any suggestions you may offer.

We truly appreciate the efforts that you have taken to help the City of Urbana on this project. If you are not the responsible agency for building safety, would you please forward this survey to the appropriate department?

Should you ever need assistance from this office, please contact me. Thank you.

Sincerely,

Clay R. Baier  
Housing Inspector  
217/384-2436 or FAX 217/384-0200  
<http://www.city.urbana.il.us>

CRB:vpp  
Enclosure

## MULTIPLE – FAMILY LICENSING SURVEY

Name of Municipality: \_\_\_\_\_

Contact Person/Title: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone Number: \_\_\_\_\_ Estimated Population: \_\_\_\_\_

1. Is your jurisdiction a college town?  Yes  No  
Estimated # of apartments \_\_\_\_\_
2. Does your community perform the following inspection:  
Housing Complaints  Yes  No  
Systematic Inspections  Yes  No  
Frequency of Inspections \_\_\_\_\_  
Zoning Enforcement  Yes  No  
Other \_\_\_\_\_
3. Is there a fee for the inspection?  Yes  No  
If yes, what is the fee? \_\_\_\_\_
4. Do you require an inspection, compliance, and a zoning certificate upon the sale of any property? \_\_\_\_\_

### If you have a licensing program, please complete questions 5-15

5. Do you license:  
Rental Properties  Yes  No  
Single Family Rentals  Yes  No  
Duplexes  Yes  No  
Group Homes  Yes  No  
Rooming Houses and Dormitories  Yes  No  
Apartment Buildings (three or more units)  Yes  No  
Hotels and Motels  Yes  No  
Condominiums and Cooperatives  Yes  No
6. What is your licensing fee? \_\_\_\_\_
7. How many dwelling units and buildings are in your program?  
\_\_\_\_\_ Dwelling Units \_\_\_\_\_ Buildings
8. How many inspectors and clerical staff are employed in your licensing program? Full Time \_\_\_\_\_ Part-Time \_\_\_\_\_
9. How do your inspectors conduct inspections?  
Enter every dwelling unit  Yes  No  
Sample dwelling units  Yes  No  
Common areas only  Yes  No
10. During the inspection, does the inspector verify proper operation of other city-wide programs, (i.e., recycling)?  Yes  No
11. Is the license transferable to a new owner?  Yes  No
12. Does the license have to be posted at the property?  Yes  No
13. What legal options do you utilize if an owner fails or refuses to obtain or renew a license? \_\_\_\_\_
14. What is the length of time you allow for compliance? \_\_\_\_\_
15. Do you charge additional fees for re-inspections?  Yes  No  
If yes, what is the fee? \_\_\_\_\_

## Survey Results Summary

Question	Average	Units	Comments
Population	82,000	persons	Only 2 or 3 cities smaller than Urbana
College Towns	100%		13 respondents in all
# Apts	13,200	Apartments	
Inspect on Complaints	100%		
Systematic Inspections	75%		
Frequency of Systematic Inspections	2.325	years	Some had ranges depending on how well the last inspection went.
Inspect for Zoning Enforcement	100%		
Inspection fee: Building	\$60.50		These ranged from \$0 to \$3000. Some cities only charged per unit (but with a minimum fee). Some varied depending on number of units.
Inspection fee: Additional per Rental Unit	\$15.92		
Inspection required on Sale, etc?	8%		These ranged from \$1 to \$57. Only one city required an additional inspection upon sale of rental buildings.
Types of Licensed Property:			For this survey, the terms rental licensing and registration were used interchangeably.
Rental Props	90%		
Single Family Rentals	90%		
Duplex	90%		
Group Homes	50%		
Rooming/Dorms	60%		
Apts (3+ units)	80%		
Hotel/Motels	30%		
Condos/Co-ops	60%		
License Fee	\$62.50		These ranged from \$0 to \$1550, but I disregarded the largest fee in calculating averages. Some were collected via property tax. Some were in addition to inspection fees.
Licensed Rental Units	12788.75	Units	
Licensed Buildings	3261.5	Buildings	
FT Inspectors	5.5	Employees	Urbana has one full time inspector.
PT Inspectors	1.93	Employees	Urbana has one part-time support staff person for inspections.
Inspection Method:			
Every rental unit	100%		Some commented that only Single-Family and duplex are inspected by every DU
Sample rental unit	25%		Some would inspect every dwelling unit for buildings up to 20 or 30 units, and only a sample after that.
Common Areas Only	0%		Some inspect common areas in addition to every rental unit.
City-Wide Program Compliance?	38%		
License Transferable?	75%		
License must be posted	50%		
Legal Options			Most had a series of citations, followed by court action
Time to fix violations	71	Days	Often a range depending on seriousness of infraction
Charge for Re-Inspection?	75%		
Re-Inspection fee?	\$74.00		Often a range depending on seriousness of infraction, some only charged after 3rd visit.