

## **Knoxville Rental Housing Proposal**

The city of Knoxville intends to provide safe, sanitary and improved housing to all residents who rent property within the city limits by providing inspections, by city ordinance. This proposal will describe the option to utilize a contracted inspection process, fees and timelines to facilitate this rental inspection program. This approach will be a partnership between a contracted company (Iowa Inspections, LLC) and city staff. We will work together to inform property owners, council and other staff members as to what will be required to operate rental property within the city.

All owners of rental property must comply with the City Rental Code Standards. All property owners shall submit an application requesting a rental certificate. Upon receipt of an application (informational packet), the landowner contacts the contracted inspector, the contracted inspector conducts an inspection of the premises and signs off on the rental registration when it passes the requirements outlined in the city ordinance & adopted codes. The landowner will pay the inspector at the time of the inspection. Upon passing and receiving a signed rental registration, the owner will then pay the city Rental Registration fee, and the city will issue a Rental Certificate. The data base is maintained by the city, and when a property is approaching the due date for renewal, the clerk will send out a packet of information:

- Rental Registration
- Rental Inspection Checklist
- City Ordinance that outlines the program
- Contact information of contracted inspector to schedule inspection

In accordance with the adopted Rental Housing Inspection Program Administrative Policy, the rental inspector will inspect the property in accordance with the city ordinance/policy.

Below is a brief outline of the Rental Registration process:

- The property owner completes an application for a rental registration. The completed registration form must accompany the appropriate registration fee.
- Registration fee: City Keeps
- Inspection fee: \$75.00 for the 1<sup>st</sup> unit, and \$25 for each additional unit in the building.
- If the owner/designee is a 'No Show', a \$50 fee will be assessed at the re-inspection.
- The property owner contacts the inspector to schedule an inspection visit.
- The inspector will visit the property and conduct the inspection. Contractor will leave a copy of the itemized check list with the landowner.
- If the rental unit complies with the provisions of the Code, the inspector will note it in the calendar event (needed for the clerk to issue the certificate).
- If violations are found, the property owner is responsible for correcting all violations. The inspector will return to the property and perform the re-inspection when the owner calls/schedules the re-inspection. (Same fees apply for re-inspections)
- Upon complying with the city rental policy, the inspector will note compliance in the calendar event, collect inspection fee(s), and the owner will be able to obtain a valid Rental Certificate from the clerk.

The contractor will present an annual property owner 'Rental Inspection Seminar' to be held in a public setting and posted/advertised by the city. The contractor invites council and staff to attend these meetings. The contractor is also available to hold an annual meeting with appropriate city staff/council to allow for better communications.

Iowa Inspections, LLC.

City of Knoxville

Jason R. VanAusdall

City Clerk

# ***Iowa Inspections, LLC.***

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