



## DEPARTMENT OF COMMUNITY DEVELOPMENT SERVICES

*Building Safety Division*

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

**TO:** Laurel Lunt Prussing, Mayor

**FROM:** Elizabeth H. Tyler, FAICP, Director, Community Development Services

**DATE:** October 23, 2008

**SUBJECT:** Rental Registration Performance Review

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#### **Introduction**

The purpose of this report is to provide a performance review of the first eighteen (18) months of the Rental Registration Program. After an extensive public review and hearing process, the program was approved by City Council on January 16, 2007 with an effective date of February 16, 2007. The Ordinance requires an eighteen (18) month review of the program and a report to Council regarding the results. A copy of the adopting Ordinance and an amendment to it are attached.

#### **Implementation**

The Building Safety Division of the Department of Community Development Services worked with the Accounting Division of the Finance Department to identify rental property in the City and the respective property owners or their agents. In January of 2007, the City mailed over 2,400 letters to rental property owners explaining the program and providing answers to frequently asked questions. At that time, notice was also provided in the local newspaper and with flyers that were posted in public buildings throughout the City. City staff also attended landlord forums and worked with the Central Illinois Apartment Owner's Association to provide awareness and education about the program.

#### **Summary of Initial Billing**

The first billing for the Rental Inspection Program was for the eight-month period beginning February 25, 2007 and ending October 14, 2007. Bills were sent to owners of 1,216 single-family rentals, 414 duplexes, and 575 apartment buildings containing a total of 6,655 units. A final total of 8,606 rental units were registered and billed. The total revenue collected was \$114,083, including \$7,218 in fees assessed for late filing, failure to file, fines and court costs. There is currently a judgment of \$340 outstanding from this period.

The second billing was for a full one-year period, from October 15, 2007 through October 14, 2008. For 2007/2008, bills were sent to 1,332 single-family rentals, 413 duplexes and 574 apartment buildings containing 6,644 units. The final total number of rental units registered and

billed was 8,739 rental units, an increase of 133 over the initial billing. The revenue collected totaled \$180,103, including \$15,729 in fees assessed for late filing, failure to file, fines and court costs. As of the date of this memo, \$3,100 in outstanding fees remains to be collected. The Legal Division is currently pursuing collection of these outstanding fees via complaints filed in court.

The City is currently in the process of the third billing cycle for the program, with registrations and 2,328 invoices for 2008/2009 sent out on October 15, 2008. These registrations are due on or about November 15, 2008.

### **Property Owner Response**

Rental property owners in Urbana have complied well with their obligation to register and pay required fees in accordance with the program. The outstanding amount from the initial registration due is less than 1.2% of the total, indicating a high level of compliance. In the first 18 (eighteen) months of the Rental Inspection Program, the City Legal Department filed only 12 (twelve) cases, and all but three of those cases were settled out of court.

The fees that have been generated provide for staffing and resources to maintain the accounting services for the program, provide legal assistance to the Finance Department and Community Development Services Department, and to provide an additional housing inspector for our expanded systematic inspection program. Under this program, a second Housing Inspector was hired which brings a total staff of two full time Housing Inspectors. In addition, the Building Safety Division half-time clerk typist was increased to three-fourths time to provide for additional collection of registration data and refinement of the City's rental property database. Assistant City Attorney Curt Borman has provided legal assistance to the program.

### **Systematic Inspection Program**

City Council and staff discussions have previously indicated a goal to inspect all rental units at least once every three to five years. There are currently approximately 8,800 rental units in the City of Urbana. To inspect all of these units an average of at least once every five years, 1,760 would need to be inspected each year. During the initial eighteen months of the Rental Inspection Program, Building Safety staff inspected 201 single family and duplex dwellings and 2,387 multi-family dwellings, for a total of 2,588 units inspected (i.e., 1,725 in 12 months). This pace indicates the ability to inspect the target amount generally within the outside goal range of at least once every five years. It is expected that a higher number of inspections can be conducted in future years since both inspectors have now been fully trained.

Single family and duplex rentals are new to the systematic inspection program. In the past, only multi-family dwellings (i.e., three units and above) were inspected routinely, with single family and duplex rentals inspected only on a tenant complaint basis. Under the rental registration program to date, inspections have identified seven major violations in single family rentals. These violations include unapproved bedrooms due to low ceiling heights, lack of required means of egress, or over-occupied dwellings. The over-occupied dwellings were resolved by tenants relocating and one case has been filed in court and is pending resolution. The other violations were resolved through the Property Maintenance Code Board of Appeals process or by construction activity with the necessary permits.

A classification system for inspected units was put forward as part of the ordinance and a completed list is available on the City's website by address (copy attached). To date, seven single family properties, one duplex and one multi-family property have received a Class A rating, indicating no violations were discovered. Two multi-family properties have received a Class C rating, indicating numerous violations were discovered. The remaining properties all received a Class B rating, indicating a small number of violations were discovered. Common code violations that have been cited have been, for the most part, corrected in a timely manner or are in the process of being corrected.

## **Survey Results**

In order to obtain public input and comments on the strengths, weaknesses and effectiveness of the Rental Registration and Inspection Programs, a survey questionnaire (copy attached) was distributed. The survey went to the Central Illinois Apartment Association for inclusion in their monthly newsletter and was also available online at the City's website. In addition, the survey was sent to a random sampling of 333 rental property owners as well as all of the City's neighborhood groups.

A similar survey was prepared for residents and tenants and distributed via the Tenant Unions and the Champaign County Housing Authority. Responses to this resident survey are still being submitted.

Following is a summary of responses to the survey sent to property owners.

- 101 responses were received, representing a 30% return rate.
- 77% of respondents were from single-family or duplex; 23% were multi-family.
- Most respondents indicated very little difficulty in registering properties. There was some difficulty caused by an incorrect address, which was subsequently easily corrected. Others cited some confusion with the lease addendum. Phone calls at the onset of the program also reflected this concern.
- Fewer than half of the respondents have had their property inspected. Those that have received inspections indicated that there were few problems. In one case, the respondent felt the inspector needed to be more stringent and in another case, the respondent felt the inspector should be more lenient.
- 30% found the registration fee to be reasonable, and 70% disagreed. Of those that disagreed, 44% felt that although a fee was needed, they also felt that the current fees were either too high or the structure was unbalanced in some way.
- As far as improving housing stock or neighborhood stability, the response was about 50/50. Nearly 33% felt that the program would help maintain and improve safety and help eliminate "slum lords". Some wanted the program to only target student housing and multi-family buildings or to operate on a complaint basis only.

- Overall, the responses show about 54% positive or generally positive and 46% negative regarding the Rental Inspection Program.

### **Ordinance Update**

- In June, 2007, the Urbana City Council amended the original ordinance to resolve a conflict concerning the ordinance and the City of Urbana Schedule of Fees by making both consistent (copy attached).
- A question has developed concerning Section 8 Fees b.) This section now allows the Building Official to waive fees for HUD assisted properties for people with disabilities. There are two properties with Department of Human Services/Medicaid funding that could have fees waived if this section was amended to also allow waiver for this form of housing funding. These properties are the (DSC) Developmental Services Center at 2504 Scovill and the Alan Ryle Home for the disabled at 2204 S. Cureton. Staff recommends that the Ordinance be amended to reflect this provision.

### **Conclusion**

While the City of Urbana has been conducting systematic inspections of multi-family rental properties since the 1970's, the Rental Registration Program has allowed the City to expand that systematic program to single-family and duplex units. In general, because the owners of multi-family buildings are familiar with the inspection program, the ongoing inspections have been routine. The start-up of systematic inspection of single-family and duplex dwellings has not resulted in any major problems. The registration program has also allowed for improved, automated tracking of rental properties in the City with information regarding local contacts and the ability to provide improved education and outreach efforts.

Our 18-month review of the Rental Registration Program indicates that it has been successful as indicated by the following:

- An increase in the number of inspections conducted to meet our maximum target range of once every five years;
- An extension of inspections to all rental units (single and duplex, as well as multi-family), thereby improving the safety of the entire rental housing stock;
- In serving as a valuable information data base for tracking and educational purposes;
- In achieving very high compliance rates.
- In generating revenues adequate to meet costs associated with its administration, including inspection, legal, billing, and clerical costs.
- Survey results show general community acceptance or support of the program.

Staff recommends that the Rental Registration Program continue as initially established by the City Council. One minor alteration recommended by staff would be to allow for a fee waiver for Department of Human Services/Medicaid (DSC) funded projects, similar to that allowed for HUD funded projects. Staff requests that Council identify any additional alterations to the

program. An amending Ordinance can then be prepared for consideration at a future Council meeting.

Prepared by:

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Gordon R. Skinner  
Building Safety Manager

Attachments: Ordinance  
Amendment to Ordinance  
List of Classification grades by address  
Example certificate  
Property owner survey letter  
Property owner survey results  
Resident survey letter

**ORDINANCE NO. 2006-08-109**

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

**WHEREAS**, the City Council finds there are a growing number of residential rental properties within the City, and that many of these properties are in a declining state of maintenance, and;

**WHEREAS**, inadequate maintenance directly affects the health, life, safety and welfare of the citizens of Urbana and impacts the health and vitality of the surrounding neighborhood and the City as a whole, and;

**WHEREAS**, the City of Urbana promotes the use of community policing efforts and cooperation with property owners and residents to help ensure the safety of the entire community, including residential rental properties, and;

**WHEREAS**, the regular collection and maintenance of accurate, up-to-date information about residential rental properties and the identification of responsible persons for the property who are easily accessible will assist the City in the systematic inspections of these properties to ensure their safety and compliance with relevant property maintenance codes, and;

**WHEREAS**, the City Council, after several public hearings and extensive deliberation, concludes that a rental registration program which includes regular inspections of rental properties, is the most reasonable method of insuring suitable housing, safe and viable neighborhoods and a healthy City,

**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 and Inspection Program adopted herein to assure that rental housing in the City is maintained in a good, safe, and sanitary condition and does not create a nuisance or blighted 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 City Council hereby establishes this Rental Registration and Inspection Program for all applicable residential rental units within the City.

**Section 2. Scope.** This Ordinance applies to any dwelling unit and its accessory units that are leased as rental units located within the City of Urbana, with the following exceptions:

- (1) nursing homes, as defined in the Urbana Zoning Ordinance;
- (2) hotels and motels, as defined in the Urbana Zoning Ordinance;
- (3) public housing, owned by a governmental agency;
- (4) University Certified housing.

**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 Director of the Community Development Services Department, or his/her authorized designee.

Property Maintenance Code means Article IX of Chapter 5 of the City of Urbana Code of Ordinances, as amended.

Duplex means a building with two (2) Rental Units.

Local Agent means one or more persons 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.

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 mortgage in possession. As used herein, an organization shall include a corporation, trust, estate, partnership, association or any other legal or commercial entity. The term shall not include a lessee who previously occupied a rental unit and who is subleasing the unit for the remaining part of his or her lease.

Rental Property means a structure with one or more residential units which are leased for occupancy. However, it does not include property excluded in Section 2.

Rental Agreement means all agreements, written or oral, and rules and regulations embodying the terms and conditions concerning the use and enjoyment of rented premises. It shall also include subleases.

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.

Rent, Rented or Rental means any payment made to an Owner or an Owner's agent pursuant to a rental agreement.

Single Family Dwelling means a structure with one (1) rental unit

**Section 4. Registration of Rental Property.**

a) After the effective date of this Ordinance, it shall be unlawful for any owner, as defined herein, to lease or operate a rental property without registering it with the City of Urbana Building Official and complying with the provisions of this Ordinance, together with other applicable codes and ordinances of the City of Urbana. The registration of rental properties required herein shall expire on the 14th day of October of each year. However, the fees for 2006 through 2007 shall be prorated according to the effective date of this Ordinance.

b) No owner shall be allowed to register any property if the owner has outstanding fees or fines due and owing to the City.

c) Registration may be denied or may be revoked by the Building Official as provided in this Ordinance. If registration is denied or revoked, the Building Official shall notify the Owner or Owner's Agent, in writing, of the denial and the reasons therefore, pursuant to Section 17 of this Ordinance and provide an opportunity to appeal the decision pursuant to Section 18 of this Ordinance.

**Section 5. Application Requirements.** Applications for registration shall be filed with the Community Development Services Department and accompanied by a registration fee as established in the Schedule Fees in Chapter 14 of the Urbana City Code. Such application shall be made at least thirty (30) days prior to the expiration of the registration, and shall include the following information:

- a) Name, street address and telephone number of the owner of the rental unit.
- b) Name, street 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.
- 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 the legal ramifications for *knowingly* violating said codes.
- g) The name and address of the registered agent, if the Owner is a corporation.
- h) The name and address of the mortgage holder, if there is a mortgage on the Rental Property.
- i) The name and address of any buyer on a Contract for Deed.

**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 paying the appropriate fee.



**Section 7. Changes in Ownership** Within thirty (30) days of any change of ownership of a rental property, the new owner shall reregister the property by filing the registration information and form set forth in Section 5. There shall be no additional charge for the remaining period of the annual registration. A change of ownership shall include any change in ownership rights, including execution of a Contract for Deed, whether recorded or not.

**Section 8. Fees.**

a) It being the goal of the City that the Rental Registration and Inspection Program be self-supporting, the Council shall establish a two-tiered schedule of registration fees: 1) for Single-Family Dwellings and Duplexes , which shall be applied on a per building basis; and 2) for Multi-Family housing, which shall be applied on a per building and per unit basis. The Building Official shall review income from fees and expenses of this program, and make recommendations to the Council on any appropriate adjustments in the fee schedule. Fees shall also be set for failure to register, incomplete registration information, failure to register by the due date, and re-inspections of Rental Properties.

b) HUD assisted low-income permanent housing projects for seniors, persons with disabilities, and/or homeless individuals shall be eligible for a waiver of fees by the Building Official.

c) It shall be illegal for any Owner or agent of the Owner to charge a tenant or tenants, a fee greater than the actual pro rata cost of the registration fee and to attribute that greater than actual fee to the City. Any explicit pass-through of the registration fee must be accurately represented, calculated and communicated to the tenant in order to be effective, regardless of how the fee may be characterized in any lease documents.

**Section 9. Inspections.** Both the interior and exterior of properties registered under the Rental Registration and Inspection Program shall be periodically inspected by the City as set forth herein.

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 the property maintenance and building codes contained within Chapter 5 of the City Code and the permitted use and residential occupancy provisions contained within Article 5 of the Urbana Zoning Ordinance.

b) The inspection schedule for Multi-Family, Single Family, and Duplex Rental Units shall be determined by 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) 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) By the inspection effort proportionate to the amount of the housing stock in each rental housing type: multi-family, single-family, and duplex.
- (4) The inspection class assigned to a particular building, pursuant to Section 10 of this Ordinance.
- (5) The overall condition of the neighborhood in which the property is located.
- (6) The frequency of prior inspections and date of most recent inspection of the property.

c) Notice of Inspection and Right to Refuse.

- (1) Notice of periodic inspections of rental units, pursuant to this Section, shall be given in writing to each owner and each tenant of such rental unit, a minimum of seven (7) days prior to the inspection. Such notice shall be presumed to have been received as of the time it was served personally on such person, or if mailed by first class U.S. Mail ten (10) days prior to the inspection, it will be presumed to have been received at least seven (7) days prior to the inspection. In such notice, the tenants may be addressed as “occupants” and one such notice mailed to the address of the rental unit, shall be regarded as notice to all tenants. Notice to the owner, if mailed, shall be addressed to such owner at the address provided for such Owner in the application to register the Rental Property.
- (2) The notice shall advise that objections to such inspection may be lodged by telephone, fax, or e-mail or in person at the City’s Community Development Services Department.
- (3) If any owner or any occupant objects to a periodic inspection, no inspection of the rental unit shall be undertaken without an administrative search warrant issued by a Court of competent jurisdiction, setting forth the general scope of the inspection.
- (4) Failure to reschedule an inspection or respond to a notice of inspection shall be treated as agreement to the date and time of the proposed inspection. The Owner shall be liable for the cost of re-inspection if the Owner or his/her Agent fails to provide access to the Rental Property as scheduled. Failure to provide access as scheduled or rescheduled, shall also constitute a violation of this Ordinance.
- (5) The notice and warrant requirements of this sub-section do not apply to inspections conducted pursuant to other parts of the City Code.

**Section 10. Assignment of Classifications.** Upon completion of a Rental Property's inspection, the property shall be classified by the Building Official according to the classification system set forth herein. Property will be considered for reclassification at each subsequent inspection. However, an inspection shall not be deemed necessary for designation as Class F in sub-section e).

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 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 violations of applicable City Codes that are in excess of ten 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 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. The Building Official may inspect the property on a regular basis to verify that it remains in compliance with City Codes.

e) CLASS F- Building is not in compliance with the Rental Registration Program and may not be occupied for rental. Violations leading to a Class F designations are violations: (1) which render the unit unsuitable for habitation according to the City's Health, Life, Safety and/or Property Maintenance Codes after notification and reasonable opportunity to remedy such violations; (2) repeated and willful violation of the City's zoning code, including, but not limited to, occupancy requirements; or (3) use of the unit for a criminal purpose, as demonstrated by adjudication of the owner or a tenant for the manufacture, distribution or sale of drugs as set forth and defined by the Illinois Criminal Code. The Class "F" designation shall be withdrawn when the underlying violation has been remedied, or in the case of subsection 3, there has been a change of ownership in the unit, the subject tenant has been evicted, and/or the owner has taken appropriate steps to prevent the unit from constituting a continuing threat to the public.

f) CLASS N – New construction within past twenty-four (24) months. First inspection will occur on the next inspection cycle as lowest priority.

**Section 11. Publication of Class Listings and Violations.**

a) As a public service and an incentive for improved compliance, the City shall periodically publish a list of properties with their designation pursuant to Section 10 of this Ordinance. This list shall be considered public information and shall be available upon request as well as posted on the City website. Listings of pertinent violations for

“Class D” or “Class F” properties shall also be considered public information and available upon request.

b) Any property receiving an “A” classification shall receive a placard suitable for posting on the property. The placard may be publicly displayed until such time as the City changes the classification.

**Section 12. Local Agent Required.** The owner of any rental unit covered by this ordinance shall be available to respond to an emergency on a 24 hour per day basis. This requirement may be met by maintaining an operating business or owner residence within sixty (60) miles of the rental unit, or by use of a local agent who resides within Champaign County or an adjoining county, either of whom can be contacted on a 24 hour per day basis. If a local agent is used, the owner shall provide the City with the name, address, and telephone number of the local agent in addition to owner information. A post office box, mailing address, or long distance 800 numbers shall not be deemed sufficient to meet the provisions of this section.

**Section 13. Safety and Security.** To ensure the safety of all residents of rental properties, every Owner shall:

a) Establish a building and unit security plan, including a key tracking system.

b) Restrict regular access to building and unit keys to occupied Rental Units to the Owner or the Owner’s Agent with the exception of owner-occupied rental units which are exempt from this provision. 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 City and its Police Department to address continuing safety issues and crime problems at any rental property. This cooperation shall take the form of at least one meeting with City officials and, if necessary, an inspection of the property to review security and crime issues for formulation of remedies. The resulting security plan may include, but is not limited to, a review of access and security issues, lighting, access to common areas, crime prevention through environmental design (CPTED), neighborhood watch programs, graffiti removal, No Trespass Notices, lease clauses, and such other measures which are appropriate to the individual property and the type of problems at issue.

d) Every Owner or Local Agent of a Multi-Family Building containing twenty (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 assistance with developing 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 subject to this Ordinance, shall inform the tenants, before entering into a Rental Agreement, that no more than one (1) 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 to each other, 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) If the City provides the Owner with evidence of over occupancy of a unit, the Owner shall take all necessary action to reduce occupancy to the legally allowed limit, including eviction. Failure to remedy over occupancy shall be considered a willful act and a violation of this Ordinance.

c) Rental Units consisting of the following dwelling unit types: single family extended group occupancy, duplex extended group occupancy, community living facility, dormitory, hotel or motel, nursing home 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.

d) 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 fifteen (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.

e) The above requirements shall not limit the Owner from restricting occupancy to a lesser level than that defined above.

**Section 15. Violations.**

(a) Violations of this Ordinance shall be punishable by fine of not less than One Hundred and Thirty Five (\$135) dollars nor more than Seven Hundred Fifty (\$750) dollars for each violation. Each day may constitute a separate and continuing violation. The City may seek remedies which include corrective action or prohibitions as a part of its relief. In the event of conviction on three (3) or more offenses, the City shall also be entitled to recover its costs and reasonable attorney's fees in addition to fines imposed by the Court.

(b) The Building Official may refuse to register or may revoke the existing registration of any Rental Property which falls within the provisions set forth as the basis of the Class "F" designation in Section 10. In the event that the Building Official denies or revokes registration of a Rental Property, the tenants of the subject property shall be informed by the City of the decision and of their need to obtain other housing. An owner, or the Agent of the owner, may appeal a registration denial or revocation according to the provisions of Section 18.

**Section 16. Affirmative Defenses.**

(a) The following shall not be affirmative defenses to a violation of this Ordinance:

(1) The Owner and/or Owner's Agent did not receive notice, provided that the City issued notice according to the provisions of this Ordinance.

(2) The Property was inspected and issued a classification pursuant to Section 10 indicative of the City's satisfaction with the state of the property at the time of inspection.

(b) The following are affirmative defenses to a violation of this Ordinance:

(1) Full correction of each and every violation charged against the defendant.

(2) The violation charge has been caused by the current occupant or occupants, and the owner and/or owner's agent has persuasive evidence in support of the defense.

(3) The current occupant(s) has refused entry to the owner or his or her agents to that part of the dwelling or dwelling unit requiring correction, for the purpose of correcting the violation charge.

**Section 17. Notices.** Any written notice required to be given to the Owner of a Rental Property under this Ordinance shall be addressed to such Owner at the address provided for such Owner in the application for registration.

**Section 18. Administrative Appeals.** An Owner, or Agent of the Owner, may appeal a registration denial or revocation to the Chief Administrative Officer within ten (10) days of the date of written notice to such Owner, or Agent, of the denial or revocation of registration. The Appeal must be in writing and state the reasons the Owner or Agent disagrees with the determination to deny registration or the reasons for the revocation. The Chief Administrative Officer shall appoint a Hearing Officer to conduct a hearing and make a determination of whether the denial or revocation should be upheld. The Hearing Officer shall promptly schedule a hearing at a time and date no later than fourteen (14) days from the date of receipt of the appeal by the Chief Administrative Officer, or at a later date at the request of the Owner/Agent. The Hearing Officer shall have the power to administer oaths and require the attendance of any City employees. The hearing shall be recorded. The Hearing Officer shall make written findings of fact and issue a written decision which shall be promptly mailed to the Owner and Agent, if any.

**Section 19. Performance Review.** The Community Development Department and the Legal Department of the City shall conduct a thorough and evaluation of this Ordinance eighteen (18) months after its effective date. The review process shall include public input and comment on the Rental Registration and Inspection Program's strengths, weaknesses and effectiveness. The Departments shall tender a written report to the Mayor and Council summarizing their findings and recommendations. This report shall be tendered in a timely manner but not later than three (3) months after the commencement of the review and evaluation process.

**Section 20. 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.

**Section 21. Effective Date.** This Ordinance shall become effective thirty (30) days after it is passed by the City Council and signed into law.

PASSED by the City Council this \_\_\_\_\_ day of \_\_\_\_\_, 2007.

AYES:

NAYS:

ABSTAINS:

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Phyllis D. Clark, City Clerk

APPROVED by the Mayor this \_\_\_\_\_ day of \_\_\_\_\_, 2007.

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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 \_\_\_\_\_, 2007, the corporate authorities of the City of Urbana passed and approved Ordinance No. \_\_\_\_\_, entitled: **"AN ORDINANCE ADOPTING A REGISTRATION PROGRAM FOR RESIDENTIAL 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 \_\_\_\_\_, 2007, 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 \_\_\_\_\_, 2007.

ORDINANCE NO. 2006-11-137

AN ORDINANCE AMENDING CHAPTER FOURTEEN OF THE CODE OF ORDINANCES, CITY OF URBANA, ILLINOIS, ADDING REGISTRATION FEES FOR RESIDENTIAL PROPERTIES BEING RENTED WITHIN THE CITY OF URBANA TO THE SCHEDULE OF FEES

WHEREAS, the City of Urbana has a Schedule of Fees on file, properly published and approved on May 1, 2006; and

WHEREAS, the City Council desires to make limited amendments to that Schedule of Fees pursuant to Code of Ordinances Section 14-7 (b), such amendments relating to the addition of Registration Fees for Residential Rental Property;

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF URBANA, ILLINOIS, that the Schedule of Fees published on May 1, 2006 be hereby amended to reflect the following addition:

Section 1.

(B) GENERAL

11. Annual Rental Property Registration Fees:

(a)	Single Family - Per Building	\$45.00
(b)	Duplexes - Per Building	\$50.00
(c)	Multi-Family (3 + Units) Per Building	\$40.00
(d)	Additional Fee Per Multi-Family Unit	\$10.00
(e)	Failure to Register	\$100.00
(f)	Late Registration	\$50.00
(g)	Incomplete Registration Information	\$50.00
(h)	Re-inspection	\$25.00

Section 2.

This Ordinance shall be effective upon its passage by the City Council and approval by the Mayor of the City of Urbana, Illinois.

This Ordinance is hereby passed by the affirmative vote, the "ayes" and "nays" being called, of a majority of the members of the Council of the City of Urbana, Illinois, at a regular meeting of said Council.

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

AYES:

NAYS:

ABSTAINS:

\_\_\_\_\_  
Phyllis D. Clark, City Clerk

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

\_\_\_\_\_  
Laurel Lunt Prussing, Mayor

PROPERTY ADDRESS	APT	INITIAL INSPECTION	GRADE
904 N BROADWAY AV		2/04/2008	B
904 N BROADWAY AV	4	2/08/2008	B
904 N BROADWAY AV	5	2/08/2008	B
904 N BROADWAY AV	6	2/08/2008	B
904 N BROADWAY AV	7	2/08/2008	B
904 N BROADWAY AV	8	2/08/2008	B
904 N BROADWAY AV	11	2/04/2008	B
904 N BROADWAY AV	12	2/08/2008	B
904 N BROADWAY AV	13	2/08/2008	B
904 N BROADWAY AV	14	2/04/2008	B
904 N BROADWAY AV	15	2/04/2008	B
904 N BROADWAY AV	16	2/04/2008	B
904 N BROADWAY AV	17	2/04/2008	B
904 N BROADWAY AV	18	2/04/2008	B
904 N BROADWAY AV	19	2/04/2008	B
904 N BROADWAY AV	20	2/04/2008	B
904 N BROADWAY AV	21	2/04/2008	B
904 N BROADWAY AV	108	2/04/2008	B
904 N BROADWAY AV	201	2/04/2008	B
904 N BROADWAY AV	202	2/04/2008	B
904 N BROADWAY AV	203	2/04/2008	B
904 N BROADWAY AV	204	2/04/2008	B
904 N BROADWAY AV	205	2/04/2008	B
904 N BROADWAY AV	206	2/04/2008	B
904 N BROADWAY AV	207	2/04/2008	B
904 N BROADWAY AV	208	2/04/2008	B
904 N BROADWAY AV	209	2/04/2008	B
904 N BROADWAY AV	210	2/04/2008	B
904 N BROADWAY AV	211	2/04/2008	B
904 N BROADWAY AV	212	2/04/2008	B
904 N BROADWAY AV	213	2/04/2008	B
904 N BROADWAY AV	214	2/04/2008	B
904 N BROADWAY AV	215	2/04/2008	B
904 N BROADWAY AV	216	2/04/2008	B
904 N BROADWAY AV	217	2/04/2008	B
904 N BROADWAY AV	218	2/04/2008	B
904 N BROADWAY AV	219	2/04/2008	B
904 N BROADWAY AV	220	2/04/2008	B
904 N BROADWAY AV	221	2/04/2008	B
904 N BROADWAY AV	222	2/04/2008	B
904 N BROADWAY AV	223	2/04/2008	B
904 N BROADWAY AV	224	2/04/2008	B
908 N BROADWAY AV		2/05/2008	B
908 N BROADWAY AV	301	2/04/2008	B
908 N BROADWAY AV	303	4/10/2008	B
908 N BROADWAY AV	304	2/04/2008	B
908 N BROADWAY AV	407	2/04/2008	B
908 N BROADWAY AV	504	2/04/2008	B
908 N BROADWAY AV	510	2/04/2008	B
908 N BROADWAY AV	513	2/04/2008	B
908 N BROADWAY AV	515	2/04/2008	B
908 N BROADWAY AV	516	2/04/2008	B

PROPERTY ADDRESS	APT	INITIAL INSPECTION	GRADE
602 S BROADWAY AV		4/13/2007	B
706 S BROADWAY AV		5/24/2007	B
722 S BROADWAY AV		5/17/2007	B
106 N BUSEY AV		6/18/2008	B
205 N BUSEY AV		6/03/2008	B
309 N BUSEY AV		5/22/2008	B
310 N BUSEY AV		7/01/2008	B
304 S BUSEY AV		8/21/2007	A
307 S BUSEY AV		7/19/2007	B
402 S BUSEY AV		9/25/2007	B
404 S BUSEY AV		8/03/2007	B
504 S BUSEY AV		12/19/2007	B
604 S BUSEY AV		1/03/2008	B
705 S BUSEY AV		2/05/2008	B
804 S BUSEY AV		1/10/2008	B
1008 S BUSEY AV		4/19/2007	B
1103 S BUSEY AV		4/20/2007	B
201 E CALIFORNIA AV		4/02/2007	B
206 E CALIFORNIA AV		4/04/2007	B
208 E CALIFORNIA AV		4/04/2007	B
402 W CALIFORNIA AV		3/20/2008	B
410 W CALIFORNIA AV		4/23/2008	B
503 W CALIFORNIA AV		4/16/2008	B
505 W CALIFORNIA AV		6/02/2008	B
512 W CALIFORNIA AV		5/19/2008	B
601 * W CALIFORNIA AV		4/22/2008	B
603 W CALIFORNIA AV		7/22/2008	B
604 W CALIFORNIA AV		6/18/2008	B
614 W CALIFORNIA AV		6/25/2008	A
703 W CALIFORNIA AV		12/11/2007	B
709 W CALIFORNIA AV		12/10/2007	B
711 W CALIFORNIA AV		12/17/2007	B
714 W CALIFORNIA AV		1/22/2008	A
805 W CALIFORNIA AV		2/19/2008	B
807 W CALIFORNIA AV		1/04/2008	B
809 W CALIFORNIA AV		1/04/2008	B
1105 N CARROLL AV		10/12/2007	B
104 N CENTRAL AV		7/06/2007	B
209 N CENTRAL AV		6/28/2007	B
211 N CENTRAL AV		7/06/2007	B
703 W CLARK ST		7/01/2008	B
705 W CLARK ST		7/01/2008	B
707 W CLARK ST		7/01/2008	B
808 W CLARK ST		5/29/2008	B
209 N COLER AV		5/19/2008	B
306 S COLER AV		6/12/2008	B
309 S COLER AV		8/27/2007	B
403 S COLER AV		7/25/2007	B
505 S COLER AV		2/25/2008	B
605 S COLER AV		1/09/2008	B
706 S COLER AV		3/31/2008	B
406 E ELM ST		7/09/2007	B

PROPERTY ADDRESS	APT	INITIAL INSPECTION	GRADE
407 E ELM ST		6/19/2007	B
408 E ELM ST		7/05/2007	B
506 E ELM ST		6/28/2007	B
606 E ELM ST		7/30/2007	B
402 W ELM ST		3/26/2008	B
404 W ELM ST		6/02/2008	B
407 W ELM ST		6/12/2008	B
505 E FAIRLAWN DR		5/08/2007	B
401 E GREEN ST		7/31/2007	B
404 E GREEN ST		6/28/2007	B
406 E GREEN ST		10/05/2007	B
504 E GREEN ST		6/26/2007	B
506 E GREEN ST		6/26/2007	B
401 W GREEN ST		6/13/2008	B
406 W GREEN ST		5/19/2008	B
408 W GREEN ST		3/27/2008	B
501 W GREEN ST		4/23/2008	B
703 W GREEN ST		9/11/2007	B
706 W GREEN ST		7/26/2007	B
801 W GREEN ST		7/12/2007	B
305 W GRIGGS ST		6/25/2007	B
502 W GRIGGS ST		8/30/2007	B
506 W GRIGGS ST		7/06/2007	B
508 W GRIGGS ST		7/06/2007	B
201 S GROVE ST		7/09/2007	B
402 E HIGH ST		6/27/2007	B
403 W HIGH ST		4/01/2008	B
501 W HIGH ST		4/18/2008	B
502 W HIGH ST		6/18/2008	B
503 W HIGH ST		6/18/2008	B
506 W HIGH ST		4/23/2008	B
508 W HIGH ST		5/22/2008	B
512 W HIGH ST		4/17/2008	B
607 W HIGH ST		6/17/2008	B
703 W HIGH ST		8/22/2007	B
707 W HIGH ST		10/05/2007	B
709 W HIGH ST		8/20/2007	B
1557 E HUNTER ST		2/15/2008	C
402 W ILLINOIS ST		5/19/2008	B
403 W ILLINOIS ST		5/09/2008	B
408 W ILLINOIS ST		6/02/2008	B
412 W ILLINOIS ST		5/05/2008	A
504 W ILLINOIS ST		6/12/2008	B
511 W ILLINOIS ST		4/01/2008	A
700 W ILLINOIS ST		7/23/2007	B
701 W ILLINOIS ST		12/18/2007	B
703 W ILLINOIS ST		1/08/2008	B
706 W ILLINOIS ST		7/11/2007	B
708 W ILLINOIS ST		8/20/2007	B
709 W ILLINOIS ST		12/29/2007	B
710 W ILLINOIS ST		8/15/2007	B
808 W INDIANA AV		4/03/2007	B

PROPERTY ADDRESS	APT	INITIAL INSPECTION	GRADE
610 W IOWA ST		1/03/2008	A
716 W IOWA ST		1/25/2008	B
801 W IOWA ST		4/20/2007	B
802 W IOWA ST		7/30/2008	B
808 W IOWA ST		11/27/2007	B
610 E KERR AV		10/22/2007	B
802 E KERR AV		1/11/2008	B
1002 E KERR AV		1/03/2008	B
1012 E KERR AV		1/03/2008	B
903 S LIERMAN AV		2/18/2008	C
104 N LINCOLN AV		6/04/2008	B
808 N LINCOLN AV		6/12/2008	B
903 N LINCOLN AV		8/11/2008	B
1601 N LINCOLN AV		10/10/2008	B
602 S LINCOLN AV		1/04/2008	B
604 S LINCOLN AV		1/04/2008	B
704 S LINCOLN AV		1/23/2008	B
804 S LINCOLN AV		1/07/2008	B
806 S LINCOLN AV		1/07/2008	B
1108 S LINCOLN AV		3/20/2007	B
302 W LOCUST ST		7/16/2007	B
304 W LOCUST ST		7/12/2007	B
308 W LOCUST ST		9/28/2007	B
406 W MAIN ST		7/06/2007	B
413 W MAIN ST		6/27/2007	B
419 W MAIN ST		8/01/2007	B
501 W MAIN ST		6/19/2008	B
502 W MAIN ST		8/29/2007	B
509 W MAIN ST		6/03/2008	B
604 W MAIN ST		6/16/2008	B
609 W MAIN ST		6/03/2008	B
711 W MAIN ST		6/17/2008	B
813 W MAIN ST		5/29/2008	B
305 S MCCULLOUGH ST		4/23/2008	B
403 S MCCULLOUGH ST		4/03/2008	B
410 E MICHIGAN AV		4/26/2007	B
506 E MICHIGAN AV		5/01/2007	B
508 W NEVADA ST		4/14/2008	B
601 W NEVADA ST		4/21/2008	B
610 W NEVADA ST		4/03/2008	B
702 W NEVADA ST		12/18/2008	B
710 W NEVADA ST		1/10/2008	B
714 W NEVADA ST		1/07/2008	B
802 W NEVADA ST		11/28/2007	B
806 W OHIO ST		4/23/2007	B
308 N ORCHARD ST		6/25/2007	B
315 N ORCHARD ST		6/02/2008	B
306 S ORCHARD ST		6/02/2008	B
907 S ORCHARD ST		11/29/2007	A
1010 S ORCHARD ST		4/09/2007	B
601 W OREGON ST		6/10/2008	B
610 W OREGON ST		12/19/2007	B



PROPERTY ADDRESS	APT	INITIAL INSPECTION	GRADE
700 W OREGON ST		12/05/2008	B
702 W OREGON ST		1/09/2008	B
705 W OREGON ST		11/30/2007	A
706 W OREGON ST		3/18/2008	B
806 W OREGON ST		1/09/2008	B
808 W OREGON ST		1/04/2008	B
101 W PARK ST		5/15/2008	B
111 W PARK ST		5/28/2008	B
401 W PARK ST		6/20/2008	A
403 W PARK ST		6/20/2008	B
405 W PARK ST		6/20/2008	B
2501 E PRAIRIE GREEN DR		4/24/2008	B
106 N RACE ST		7/26/2007	B
1004 S SMITH RD		4/25/2008	B
312 W SPRINGFIELD AV		7/05/2007	B
403 W SPRINGFIELD AV		4/01/2008	B
808 W SPRINGFIELD AV		7/07/2008	B
604 W STOUGHTON ST		5/14/2008	B
610 W STOUGHTON ST		5/14/2008	B
704 W STOUGHTON ST		5/19/2008	B
705 W STOUGHTON ST		5/22/2008	B
809 W STOUGHTON ST		6/04/2008	B
404 S URBANA AV		6/29/2007	B
503 S URBANA AV		4/10/2007	B
906 S VINE ST		5/29/2007	B
906 * S VINE ST		5/29/2007	B
912 S VINE ST		8/16/2007	B
1202 S VINE ST		3/27/2007	B
603 S WALNUT ST		4/02/2007	B
706 S WALNUT ST		3/28/2007	B
710 S WALNUT ST		4/02/2007	B
701 W WASHINGTON ST		12/03/2007	B
704 W WASHINGTON ST		2/25/2008	B
707 W WASHINGTON ST		7/24/2007	B
709 W WASHINGTON ST		7/24/2007	B
711 W WASHINGTON ST		12/05/2007	B
712 W WASHINGTON ST		1/10/2008	B
703 W WESTERN AV		8/14/2007	B
704 W WESTERN AV		7/26/2007	B
709 W WESTERN AV		8/14/2007	B
712 W WESTERN AV		8/31/2007	B
1605 N WILLOW RD		10/19/2007	B
202 N WOOD ST		7/10/2007	B

**CITY OF URBANA**

**CERTIFICATE OF REGISTRATION**

This Document Certifies that the rental property located at \_\_\_\_\_ is Lawfully Registered with the City of Urbana Department of Community Development Services in accordance with Ordinance 2006-08-109 of the City of Urbana.

Date of last inspection: \_\_\_\_\_

Assigned Classification: \_\_\_\_\_

\_\_\_\_\_  
Building Inspector Date

\_\_\_\_\_  
Building Official Date





**DEPARTMENT OF COMMUNITY DEVELOPMENT SERVICES**

*Building Safety Division*  
400 S. Vine  
Urbana, Illinois 61801

**RENTAL REGISTRATION**

**PERFORMANCE REVIEW SUMMARY**

September 18, 2008

Dear Rental Property Owner:

After an extensive public review and hearing process, the City of Urbana adopted a Rental Registration and Inspection Program. This program was adopted by City Council on January 16, 2007, with an effective date of February 16, 2007. The established program begins on October 15th of each year and runs through October 14th of the following year.

The Rental Registration Ordinance requires an eighteen (18) month review of the program. This review process includes public input and comments on the Rental Registration and Inspection Programs strengths, weaknesses, and effectiveness.

With this letter we are including seven (7) survey questions. If you could please complete the enclosed survey and return it to our office in the enclosed envelope no later than September 30, 2008. You may also print a copy of this survey on line at the City's Website: <http://www.city.urbana.il.us>

We thank you in advance for your cooperation in the review. We would appreciate your feedback and suggestions for improvement.

Sincerely,

Clay R. Baier  
Housing Inspector  
217/384-2436  
FAX 217/384-0200



**RENTAL REGISTRATION PROGRAM  
SURVEY**

The City of Urbana’s Rental Registration Program was adopted in 2007. It provides a database of all apartment buildings and other rental housing in the City of Urbana. The program supports systematic inspection of all rental property in the city to help ensure a safer rental housing stock, protect property value, and improve accountability of rental units.

	<b>Yes</b>	<b>No</b>
1. Do you currently own residential rental properties in the City of Urbana?	<input type="checkbox"/>	<input type="checkbox"/>
If yes, are the properties multi family (3 or more units)	<input type="checkbox"/>	<input type="checkbox"/>
How many rental units do you own in Urbana? _____		
2. Have you had any difficulties in registering your property?	<input type="checkbox"/>	<input type="checkbox"/>
If so, please explain _____		
_____		
_____		
3. Has your property been inspected under the City’s program?	<input type="checkbox"/>	<input type="checkbox"/>
If so, do you have any concerns about how the inspection was conducted? _____		
_____		
4. Do you think the Rental Registration fees of \$45 per single family rental, \$50 per duplex, and \$40 per building with an additional \$10 per dwelling unit for multi family buildings is a reasonable amount?	<input type="checkbox"/>	<input type="checkbox"/>
If not, what fee, if any, should be applied? _____		
5. Do you think that with increased inspections, the Rental Program can result in a safer housing stock and provide better neighborhood stability?	<input type="checkbox"/>	<input type="checkbox"/>
If not, please explain _____		
_____		
_____		
_____		

(over)

6. Can you list any specific benefits of the Rental Registration Program?

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7. Do you have any suggestions on how we may improve the program? If so, please explain.

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Please return completed survey to:      City of Urbana  
Building Safety Division  
400 S. Vine St.  
Urbana, IL 61801

## Rental Registration Program Property Owner Survey Results

Ques. #	yes	no	Notes
1) Do you currently own residential rental properties in the City of Urbana?	99	2	<i>Sent to expected rental owners. Multi-family owner responses: 19 Single or duplex owner responses: 66</i>
2) Have you had any difficulties in registering your property?	4	88	If so, please explain. <i>Incorrect address. Confusing rental addendum.</i>
3) Has your property been inspected under the City's program?	38	52	If so, do you have any concerns about how the inspection was conducted? <i>Most responded "No", however one felt the inspection needed to be more stringent and one felt it was too stringent.</i>
4) Do you think the Rental registration fees of \$45 per single family rental, \$50 per duplex, and \$40 per building with an additional \$10 per unit for multi-family buildings is a reasonable amount?	30	63	If not, what fee, if any, should be applied? <i>28 of the "no's" indicated that a lower fee would be more appropriate. Some felt the fees were imbalanced. A few felt that multi-family paid too much and a few felt that single family paid too much.</i>
5) Do you think that with increased inspection, the Rental Program can result in a safer housing stock and provide better neighborhood stability?	45	44	If not, please explain. <i>Some indicate that their property is inspected by the Housing Authority, and that should be sufficient. Or that owner-occupied should be included as well. Or that the program should target student rentals.</i>
6) Can you list any specific benefits of the Rental Registration Program?			<i>71 responses. 27 wrote positive comments, agreeing that the program would help keep property safe for tenants and well kept, or would help eliminate and prevent "slumlords". The negatives were such as "NO" or "NONE".</i>

7) Do you have any suggestions on how we may improve the program? If so, please explain.

*63 responses. 22 say "drop the program" or "eliminate it" and operate on a complaint inspection basis. Or provide incentives for exceptional landlords and include owner-occupied in the program. Impose fines on "questionable" properties instead of fees on everyone. Concentrate on multi-family units. Several indicate that the program is going well.*

### **Synopsis:**

A total of 333 surveys were sent in two mailings. Of these, 101 have been returned. This makes a 30.3% return rate.

Owners of singles and duplexes were the primary respondents, 66 to 19. 77% to 23%

47 responses were negative. These felt that the program would not improve anything, was unnecessary, overreaching and costly and should be discontinued.

27 were of a positive nature. The feeling being that the program was beneficial, improving building safety and neighborhoods. The fees were thought to be reasonable.

The remaining 26 were of a mixed nature. Predominate was the feeling that the program would help tenants, improve neighborhoods and property conditions. The major dislike is the cost. Most felt a fee was necessary; however the current fee was felt to be too high or imbalanced in some way.

A simple breakdown is as follows:

Positive or generally positive with some changes: 53.5%

Negative, discontinue the program: 46.5%

October 10, 2008

Prepared by Stephen Chrisman



**TENANT RENTAL REGISTRATION PROGRAM  
SURVEY**

The City of Urbana’s Rental Registration Program was adopted in 2007. It provides a database of all apartment buildings and other rental housing in the City of Urbana. The program supports systematic inspection of all rental property in the city to help ensure a safer rental housing stock, protect property value, and improve accountability of rental units.

- |  | <b>Yes</b>               | <b>No</b>                |
|--|--------------------------|--------------------------|
| 1. Are you aware of the Rental Registration Program in Urbana?   | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. Do you currently rent your place of residence in the City of Urbana?<br>If so, how long have you rented? _____<br>_____<br>_____  | <input type="checkbox"/> | <input type="checkbox"/> |
| 3. Do you know if your residence has been inspected under the Rental Registration Program?<br>If so, do you have any concerns about how the inspection was conducted? _____<br>_____<br>_____  | <input type="checkbox"/> | <input type="checkbox"/> |
| 4. The following Rental Registration fees are paid by the landlord: \$45 per single family rental, \$50 per duplex, and \$40 per building with an additional \$10 per dwelling unit for multi-family buildings. Do you think these fees are a reasonable amount?<br>If not, what fee, if any, should be applied? _____ | <input type="checkbox"/> | <input type="checkbox"/> |
| 5. Do you think that with increased inspections, the Rental Program can result in a safer housing stock and provide better neighborhood stability?<br>If not, please explain _____<br>_____<br>_____<br>_____  | <input type="checkbox"/> | <input type="checkbox"/> |



6. Please list any specific benefits of the Rental Registration Program?

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7. From a tenant's perspective, do you have any suggestions on how the City may improve the program?

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**Please return completed survey  
by October 28, 2008 to:**

City of Urbana  
Building Safety Division  
400 S. Vine St.  
Urbana, IL 61801