

# **OWN O BRIDGEVILLE**

*If you lived here, you would be home now.*

## **ORDINANCE NO.: A10-8**

### **AN ORDINANCE CREATING A NEW CHAPTER OF THE CODE OF THE TOWN OF BRIDGEVILLE REQUIRING THE REGISTRATION AND LICENSING OF ALL RESIDENTIAL RENTAL UNITS WITHIN THE TOWN OF BRIDGEVILLE**

THE COMMISSIONERS OF BRIDGEVILLE HEREBY ORDAIN:

Section 1. Create a new chapter of the Code of the Town of Bridgeville, entitled "Rental Unit Licenses", to read as follow:

#### **Section 1. Definitions.**

Any word or term not defined herein shall be used with a meaning of standard usage.

**RESIDENTIAL RENTAL PROPERTY**- any building, structure, room, or enclosure, including the real property upon which it is located and which surrounds it, which is rented or offered for rent as living quarters. Residential rental property does not include hotels or motels with daily rental units, which shall be exempt from license and registration under this Chapter.

#### **Section 2. License and Registration required.**

- A. Each person, partnership, corporation or other entity who rents or offers to rent any residential rental property shall register to obtain a rental unit license and pay an annual fee as set forth in Section 2 of this Chapter.**
- B. It shall be unlawful for any person, partnership, corporation or other entity to hereafter occupy, allow to be occupied, advertise for occupancy, solicit occupants of any residential rental property within the Town for which a rental unit license has not been issued.**

#### **Section 3. Fee required.**

A rental unit license fee of twenty-five dollars (\$25.00) per bedroom for all residential property shall be paid prior to the issuance of any rental unit license.

#### **Section 4. Financial Good Standing.**

**Per Town Ordinance A10-2, owners of residential property must be considered in financial good standing with the Town prior to the issuance of a rental unit license.**

#### **Section 5. License Application.**

**A. Every applicant for a rental unit license under the provisions of this Chapter shall make an application for such license upon forms provided by the Town of Bridgeville, which shall include, at minimum, the following information:**

- 1. Name, address and phone number of the Residential Property Owner (licensee);**
- 2. Address of the Residential Rental Property;**
- 3. Number of dwelling units within the Residential Rental Property;**
- 4. Number of bedrooms within the Residential Rental Property.**

**A residential property owner must notify the Town in writing within thirty (30) calendar days after any change in the above information.**

**B. A record of all licenses issued and license fees paid shall be maintained at the Town Office.**

#### **Section 6. Certification.**

**A. Upon receipt of a license application under the provisions of this Chapter, the Town Manager or his/her designee shall then, within ten (10) business days, perform an inspection of the residential rental property to determine whether such property complies with the applicable provisions of the Bridgeville Town Code. The Town Manager or his/her designee shall issue a report on his/her findings. No license shall be issued if the premises and building do not comply with applicable provisions within the Town Code.**

**B. Whenever the Town Manager or his/her designee determines that any residential rental property fails to comply with applicable provisions in the Bridgeville Town Code, he/she shall issue a violation notice to the property owner ordering the correction of such violations, per the Town Code.**

#### **Section 7. Inspection Access.**

**Property owners shall permit the Town Manager or his/her designee to inspect all premises governed by this Chapter to determine if the building is operated as a rental property and/or to determine compliance with the provisions of this Chapter, and shall fully cooperate with such inspections. The property owner shall make reasonable efforts to notify tenants of planned inspections of their rental units to the extent required by state law.**



The property owner or his/her designee shall be present on the premises during inspections; however, failure of a property owner to comply with this requirement shall not deprive the Town of the authority to inspect.

Failure of a property owner to obey any of the requirements of this Section shall subject the property owner to suspension or revocation of license, in addition to other penalties provided for in this Chapter. Any such suspension or revocation shall continue until the inspection has been completed, any violations satisfactory remedied and any outstanding fees or penalties have been paid.

#### **Section 8. Issuance and Expiration.**

- A. Upon proper application, payment of the prescribed fee and inspection, a license, signed by the Town Manager or his/her designee, shall be issued to each applicant.**
- B. Each license shall be effective for the calendar year (January- December) in which it is issued.**

#### **Section 9. Transfer of Property.**

To transfer the license from one property owner to another, the new owner must register for a rental license application with the Town within thirty (30) days after the transfer of ownership of the residential rental property. Failure to make application within the specified time limit shall result in automatic forfeiture of the original license.

#### **Section 10. License Suspension and Revocation.**

- A. Any license issued under the provisions of this Chapter may be revoked or suspended at any time for reasonable cause including, but not limited to the following:**
  - 1. False or misleading information given or provided in connection with the license application;**
  - 2. Failure to pay any fee herein provided for;**
  - 3. Failure to comply with Section 6 of this Chapter;**
  - 4. Failure to maintain financial good standing with the Town;**
  - 5. Failure to correct violations in the time period prescribed.**
- B. A suspended license shall be reinstated when the circumstances leading to the suspension have been remedied and all associated fees have been paid.**

**Section 11. Posting.**

Every licensee of residential rental property shall conspicuously post a receipted copy of the current license, in a frame with a transparent cover, in such a manner so as to be easily viewed and readable at or near the front entrance of the building for which it is issued.

**Section 12. Tenant Identification.**

Licensees are required to provide names of tenants occupying residential rental property upon request by the Town.

**Section 13. Violations and Penalties.**

Any person who violates or permits the violation of any provision of this Chapter shall be subject to a fine of fifty dollars (\$50.00) for each offense. In addition, an administrative fee of two hundred and fifty dollars (\$250.00) will be imposed.

Section 2. Effective Date. This Ordinance shall become effective upon its adoption by a majority of the members elected to the Commission.

COMMISSIONERS OF BRIDGEVILLE

By: \_\_\_\_\_

President

ATTEST: \_\_\_\_\_

Secretary

Date of First Reading: June 14, 2010

Date of Second Reading: July 19, 2010

Adopted: July 19, 2010