

**City of Marshalltown
Rental Housing Inspections Program
Administrative Policy and Procedures**

Inspection types

- *New Inspection:* An inspection of a newly registered rental property which may include new-construction units or converted units from owner to renter occupied. This inspection is completed by the Contractor and applicable fees will apply.
- *Initial Inspection:* The first inspection that occurs according to the City's approved Inspection Frequency Schedule based on prior compliance. This inspection is completed by the Contractor and applicable fees will apply.
- *Minor Re-inspection:* A Minor Re-inspection can be completed by the City's inspector at no additional cost provided there are five (5) or fewer fail items identified on the Initial Inspection. The City may choose to accept photo verification if physical inspection is not necessary. If a two-family or multi-family unit has one or more units that exceed five (5) fail items the Contractor will be required to perform all re-inspections and applicable fees will apply.
- *Standard Re-inspection:* A Standard Re-inspection must be completed if there are six (6) or more fail items in any unit. This inspection is completed by the Contractor and applicable fees will apply.
- *Complaint Inspection:* Complaint inspections will be conducted by the City inspector. Consultation with the Contractor may be requested by the City. There shall be no cost for the complaint inspection and one re-inspection to ensure compliance.

Inspection Frequency Schedule

- Single-family & two-family (duplex) units:
 - Passing inspection on the 1st attempt – Next re-inspection in 4 years
 - Passing inspection on the 2nd attempt – Next re-inspections within 3 years of the initial inspection.
 - Passing inspection requires 3 or more attempts – Next re-inspection within 2 years of the initial inspection.
- Multi-family (3 or more) units:
 - Passing inspection of all units on the 1st or 2nd attempt – Next re-inspection of entire building within 3 years of the initial inspection.
 - Passing inspection of all units requires 3 or more attempts – Next re-inspection of entire building within 2 years of the initial inspection.

Property Designation

- Inspection compliance information is public information and as requested by Council will be made available for prospective tenants and the public. The City intends on maintaining a property designation list which will identify the current frequency schedule for each property.

Inspection scheduling

- The City will notify the property owner of the scheduled date and time of any required inspections.

- Cancellation of an inspection requires a 48-hour advance notice with the City. Failure to cancel in advance or to show for a scheduled inspection may result in a fee.
- In order to re-schedule an inspection the property owner must contact the City.

Annual Rental Registration and Fee

- The City will send an annual rental registration invoice for each registered property at the beginning of the City's fiscal year which starts July 1st.
- Payments will be due back to the City by the designated due date.
- Late payments will be subject to the \$25 late fee plus interest charges.

Inspection Fees

- The Contractor will invoice the City for applicable inspection fees.
- The City will invoice the property owner for applicable inspection fees and payment must be received in order to receive a Certificate of Compliance.

Enforcement Authority

- The Housing and Community Development Director, authorized City staff and the designated Contractor shall be responsible for the administration and enforcement of the applicable codes and program policy and procedures adopted by the City Council.
- The Housing and Community Development Director shall be authorized to make decisions as needed on areas not specifically covered by this policy.

Adopted: 12/27/2022