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If an owner is not satisfied with the decision reached by the commissioner, he or she may make further appeal to the Standards and Appeals Commission pursuant to s. 200-17. There is a filing fee. This is a citizen's review board not affiliated with DNS.

What if I purchase a rental property within one of the RRI target areas?

Persons acquiring an ownership interest as the result of a sale, transfer or conveyance of a dwelling within the designated residential areas must, within 30 days of transfer, apply for a residential rental certificate. Any person selling, transferring or conveying an ownership interest in a dwelling shall expressly inform any person acquiring or receiving an ownership interest in a property that a residential rental certificate is required by the city.

Where are the Forms?

The RRI application forms are available at **www.milwaukee.gov/dns/forms**. The application shall be signed by the owner, and shall state the street address of the dwelling to be inspected, the owner's legal name, the owner's phone number and date of birth. In the event of a sale, transfer or conveyance of a property within 3 months of the initial issuance of the certificate, the certificate may be transferred to the new owner until the expiration of a 1-year certificate, or 1 year from the date of issuance of a 4-year certificate, provided the new owner submits an application.

What are the penalties if I fail to obtain the required Residential Rental Certificate?

An owner failing to apply for a residential rental certificate of compliance shall be subject to a forfeiture of $101.40* for the first failure to apply. The owner shall be subject to a forfeiture of $$152.40* for failure to respond to each subsequent notice to apply, which shall be sent by the department. A fee of $50.70* per unit shall be imposed if the department is unable to gain access to the unit for the inspection at the agreed upon time. Delinquent residential rental inspection fees shall be charged against the real estate and shall be assessed and collected as a special charge. (See s. 200-53.)

An owner failing to comply with any other provisions of this section shall be subject to the penalties provided in s. 200-19.

How long will this program last?

This is a pilot program with a limited 5 year life. It cannot be expanded during this term. The legislation requires an evaluation and report to be submitted to the Common Council during the 5th year. The evaluation report will provide information on the outcome, success, and failures of the program. If the RRI program is successful, it could be renewed.

I have more questions, who do I call?

For additional information or questions about the RRI program, call the Department of Neighborhood Services at (414) 286-8824.

Learn Accepted Professional Property Management Practices

The **FREE** Award winning City of Milwaukee Landlord Training Program, "Keeping Illegal and Destructive Activity Out of Rental Property" is held twice a month. Please call (414) 286-2954 to hear the next available times, dates and locations. Attendees receive a FREE 100 page manual and numerous handouts. All we ask is that you register in advance by calling (414) 286-2954. Voice mail is available 24/7. By attending this original program you will be offered the opportunity to attend additional **FREE** Property Management classes during the year.

(*)=Fee includes a 1.4% training & technology surcharge.

Other DNS programs building owners should be aware of

All non-owner occupied property in Milwaukee is required to be registered with the Property Recording Program. The owner's contact information must be on file within 15 days of the sale or transfer of the property. For information call **Property Recording** at (414) 286-8569.

Is your building vacant? If it has been vacant for more than 30 days, you may have to register the building as a part of the **Vacant Building Registration** (VBR) program. The process involves listing the ownership and contact information as well as keeping the building in a code compliant, insured and secured condition. See **www.milwaukee.gov/dns/vbr** for details. For vacant Commercial buildings call (414) 286-3874. For vacant Residential buildings call (414) 286-8824.

If selling a property, you may be required to apply for a Certificate of Code Compliance before the property is sold. Call the **Code Compliance** section at (414) 286-3838 or visit **www.milwaukee.gov/codecompliance** to see what areas are involved and what ownership conditions this pertains to.

Hello...This is your building calling!

Make your buildings talk to you! Register them for free on **E-notify** at **www.city.milwaukee.gov**. E-mails will be sent to you any time DNS related action is taken on your property. This includes complaints, violations, ownership changes and permits. See what else is happening in the neighborhood. Be the first to know when something happens from anyplace in the world! And it is **FREE!**

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Residential Rental Inspection Program

What is it about?
What requires an inspection?
What will the inspector look for?
When will the inspection happen?
What if I fail the inspection?
Tips for a smooth inspection!

City of Milwaukee

Department of Neighborhood Services

What is the Residential Rental Inspection Program?

The Residential Rental Inspection (RRI) program is a 5 year pilot program being conducted in two areas of the City. These areas have had a higher than average percentage of code violations and illegal units. The program will insure that inspected units meet the minimum code requirements for safety and sanitation per Milwaukee ordinances.

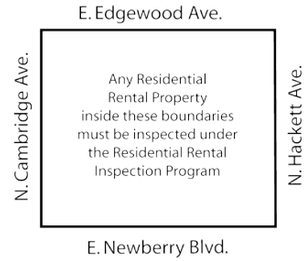
Why is the new program necessary?

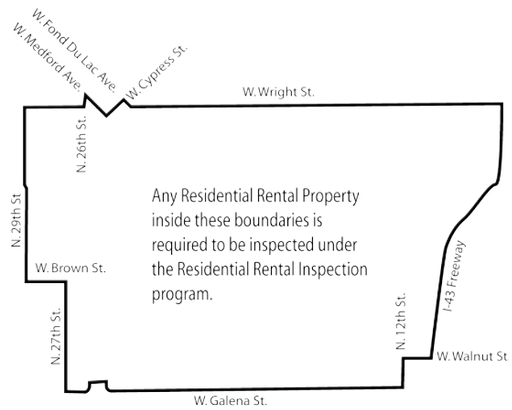
Overcrowding and illegal units negatively impact a neighborhood. It put tenants at immediate risk in case of fire. The neighbors have to deal with increased noise and litter. DNS operates on a complaint basis, meaning we rely on a person to call in a complaint for us to start investigating. If there is an incentive for tenants to save money by doubling up or using an illegal space, no complaint will be made. Also, the rental properties in these target areas are typically rented by students and/or low-income renters who may fear retaliation if they call in a complaint. This removes the potential for retaliation, as all rental units will be inspected. There are no new "thresholds of compliance" or standards. The Milwaukee Code of Ordinances will be applied.

What buildings will be inspected?

All non-owner occupied rental units will be inspected with the exception of owner occupied duplexes. If a building has 3 or more units and an owner lives in one of the units, the owner's unit is exempt and only the rental units will be inspected. Non-owner occupied single family homes will be inspected. If there are 10 or more units in a building, then only 10% will be inspected, but no less than 2 units. Additional units may be inspected if significant problems are found in the first sample. See the following map for the areas impacted.

Boundaries of RRI Program





How much will the inspection cost?

The base fee for the RRI is $86.19* per unit that is inspected. After the inspection and approval by DNS, an RRI certificate and fee notice will be sent to the owner. The fee can be paid at that time. If unpaid by the end of the year, DNS will add the fee to the property tax bill.

When does the inspection begin?

An initial letter will be mailed to the owner 30 days ahead of the inspection date and time. If the scheduled appointment is not going to work, it can be rescheduled to a mutually convenient time within 30 days of the original scheduled inspection date. If the inspection appointment is missed, there is a $50.70* per unit fee and a new date must be scheduled.

When are the tenants alerted?

Under this ordinance the owner must post notice of the inspection for the tenants 48 hours before the inspection. Owners have the right under Wisconsin law to enter the rental unit as long as 12 hours notice is provided. The tenants are not required to attend the inspection. The amount of time required will vary with the size of the unit or single family home. A small apartment will take an estimated 15 minutes.

What is the inspector looking for?

The inspectors will be enforcing the existing housing maintenance code, the building fire code, and the zoning code. DNS has provided an RRI checklist which can be used by property owners as a guide to prepare for the inspection. The checklist is a detailed list of items the inspector will be looking at.

Where is the checklist the inspectors will use and more information on the web?

The Department of Neighborhood Services web site has a special page for the Residential Rental Inspection program. Go to:

http://www.milwaukee.gov/dns/rri

From this page you can find links to the checklist, the maps of the areas impacted, and the ordinance governing the program.

How long is the Residential Rental Inspection certificate good for?

The amount of time will depend on the condition of the units at the time of inspection. Well maintained buildings without any units having disqualifying violations will receive a 4-year RRI certificate. If any units within the building are found to have disqualifying violations, the building cannot receive a 4-year certificate. Instead a 1-year RRI certificate will be issued after the violations have been corrected. Another inspection will be required in a year.

A residential rental certificate may be revoked at the discretion of the commissioner if violations are observed during an inspection which are considered to be an unfit or unsafe condition pursuant to the code.

If after issuance of a 4-year certificate, the department subsequently finds that the dwelling or unit is found in violation of the building maintenance or zoning codes, the department may revoke the 4-year certificate and in lieu thereof issue a 1-year certificate. The dwelling or unit shall again be eligible for a 4-year certificate only upon the expiration of the annual certificate, and after the first subsequent annual inspection, no disqualifying violations are found. The commissioner may also revoke either a 4-year or 1-year certificate if he or she determines that violations are of a critical nature that constitute an unsafe or unfit condition.

What are my appeal rights?

The owner may request a review of decisions regarding Residential Rental Inspection violations or regulations imposed by the department. The request shall be made in writing on forms provided by the department and shall specify the grounds for administrative review. The request for administrative review shall be filed within 10 days of the issuance of the order. The administrative review hearing shall occur within 10 days after receipt of the request. The commissioner, or the designee, shall conduct the administrative review hearing. At the hearing, owner and staff shall present all relevant information to the case. Within 7 days of completion of the hearing conducted under this subsection, the commissioner shall mail or deliver to the owner his or her written determination.

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