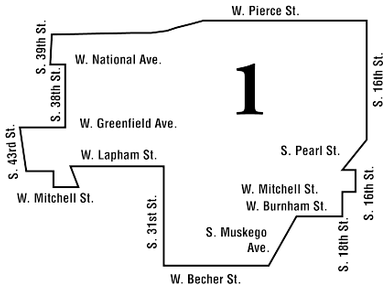
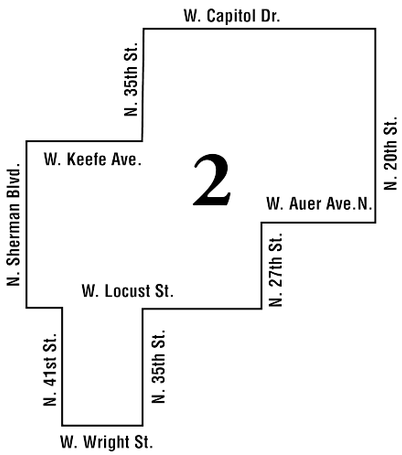
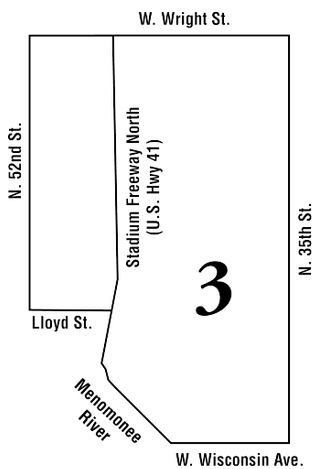
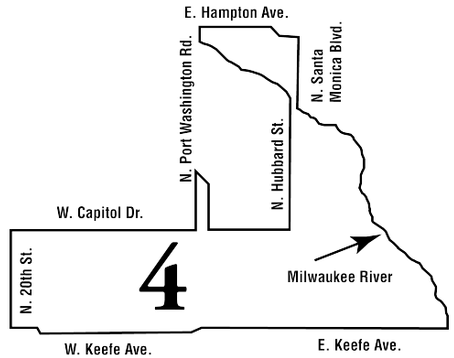
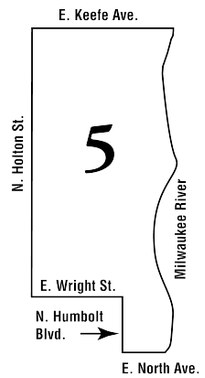


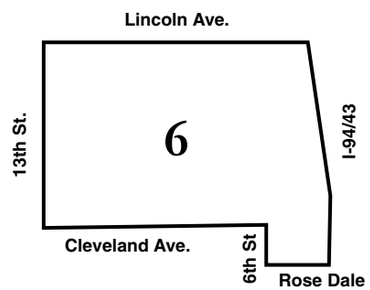




Six areas required to file Code Compliance Form on ALL 1 & 2-Family property.







NOW ON THE *INTERNET!*

Information about Milwaukee Property!

•OWNERSHIP • TAXKEY NUMBER • ASSESSMENT • YEAR BUILT • LAST CONVEYANCE DATE • LOT SIZE • ZONING CODE • TOTAL SQUARE FOOT FLOOR AREA • 1ST FLR AREA • STORIES • DWELLING UNITS • TOTAL ROOMS • BEDROOMS • BATHS • HALF BATHS • CENTRAL AIR CONDITIONING • BASEMENT • FIRE PLACE • GARAGE TYPE

ALL of this information is available on the INTERNET at this address (all in lower case):

http://www.city.milwaukee.gov

Select the Property Information button and enter the address!

FREE Landlord Training Classes!

Learn to use a process that is legal, simple, and fair.

Benefits

- A stable, more satisfied tenant base.
- Increased demand for rental units with a reputation for active management.
- Lower maintenance and repair costs.
- Increased property values.
- Improved personal safety for tenants, landlords and managers.
- Peace of mind that comes from spending more time on routine management and less on crisis control.
- More appreciative neighbors.

Call **286-2954** to register!

CERTIFICATE OF CODE COMPLIANCE

A Guide to Common Questions about the Requirements

City of Milwaukee
Department of
Neighborhood Services
4001 S. 6th St.
Milwaukee, WI 53221
(414) 286-3838

DNS-160 CODEBRO V31 01/25/2010

CERTIFICATE OF CODE COMPLIANCE

PURPOSE

- To enhance the quality of life in our neighborhoods.
- To preserve and improve the existing housing stock.
- To effectively enforce the city's building and safety codes.

WHEN IS A CERTIFICATE REQUIRED?

A certificate is required for all non-owner occupied one and two-family dwellings city-wide and all owner occupied one and two-family dwellings located in the six designated code compliance areas. A code Compliance application must be filed within 15 days of sale, transfer or conveyance of a property.

ARE THERE ANY EXCEPTIONS TO THE REQUIREMENT?

Yes. The general exceptions to this requirement are properties:

1) Sold to government agencies.
2) Held by trustee or other persons acting under the direction of a court.
3) Sold to members of the immediate family.
4) Already covered under a valid Certificate of Code Compliance.

WHAT IF I DON'T GET THE CERTIFICATE?

You may be subject to rent withholding, rent abatement and prosecution if a certificate is not obtained.

HOW DO I APPLY FOR A CERTIFICATE?

To obtain an application or additional information, contact the City of Milwaukee, Department of Neighborhood Services, Code Compliance Program at (414) 286-3838. You may apply by mail or at one of the City of Milwaukee Neighborhood Services office located at 841 N. Broadway Room 105 or 4001 S. 6th St. between 8:00 am - 4:00 pm. A copy of the application can be faxed to you as well!

ON-LINE FORMS

All of the forms related to this program, including this brochure, are available on the web at **www.city.milwaukee.gov/dns**. Click on the left column item "Forms and Brochures". Acrobat Reader is required to open and print the documents.

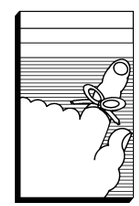
The application fee is $90.00 per residential property. Two homes on the same property (taxkey) will require a single application and fee. If you fail to apply within 15 days of the sale, transfer, or conveyance of the property, the department may assess double the fee to the property tax bill and perform the required inspection.

WHAT HAPPENS AFTER I APPLY

An inspector will check the exterior of the building to determine whether it meets the minimum exterior maintenance requirements of the City's Building Code. If violations exist, an order to correct the violations will be issued. You will be given time to make repairs. If no violations are cited, or when all violations are corrected, a Certificate of Code Compliance will be issued. That Certificate is valid for one year.

NOTE: IT IS THE DUTY OF THE SELLER TO INFORM PROSPECTIVE BUYERS THAT A CERTIFICATE OF CODE COMPLIANCE IS REQUIRED.

IT IS THE ULTIMATE RESPONSIBILITY OF THE BUYER TO INSURE THAT THE CERTIFICATE IS OBTAINED BY EITHER THE SELLER OR THE BUYER.



OTHER REQUIREMENTS!

All non-owner occupied property is required to be recorded with the department as well. Properties must be recorded within 15 days of sale or the fee doubles. For details and an application call the Recording Program at (414) 286-8569. Forms are available at www.milwaukee.gov/dns.

SELF HELP LINES

Section	Phone
Boiler Inspection	286-2514
Neighborhood Imp. Dev. Corp.	286-5608
Code Enforcement-Commercial	286-3874
Code Enforcement-Residential	286-2268
Condemnation Inspection	286-2557
Construction Inspection	286-2513
Electrical Inspection	286-2532
Enforcement (court)	286-3860
Environmental Health	286-3280
FAX Broadway	286-0437
FAX Lake Tower	286-3386
Microfilm (DCD)	286-8207
Nuisance Control	286-5771
Permit Desk (DCD)	286-6077
Plumbing Inspection	286-3361
Property Recording Hotline	286-8569
Community Advocates AM	449-4777
Consumer Protection (State)	608-224-4949
Emergency Fuel	866-432-8947
House Numbers (DCD)	286-8208
Landlord Training	257-2954
Licensing Divison	286-2238
Register of Deeds MKE Co.	278-4000
Rent Abatement	449-4777
Rent Assistance	286-5668
Surveys (City Records)	286-3393
Zoning Questions	286-8210

City of Milwaukee

Web Page

www.city.milwaukee.gov