

# Memorandum



DATE October 29, 2009

TO Honorable Mayor and Members of the City Council

SUBJECT Non-Owner Occupied Residential Property Registration and Inspection Proposal

On Wednesday, November 4, 2009, you will be briefed on the Non-Owner Occupied Residential Property Registration and Inspection Proposal. The presentation material is attached for your review.

If you have questions or need additional information, please let me know.



Forest E. Turner  
Assistant City Manager

cc: Mary K. Suhm, City Manager  
Deborah A. Watkins, City Secretary  
Thomas P. Perkins, Jr., City Attorney  
Craig D. Kinton, City Auditor  
Judge C. Victor Lander, Administrative Judge Municipal Court  
Ryan S. Evans, First Assistant City Manager  
A.C. Gonzalez, Assistant City Manager  
Jill A. Jordan, P.E., Assistant City Manager  
David K. Cook, Chief Financial Officer  
Frank Libro, Public Information Office  
Helena Stevens-Thompson, Assistant to the City Manager

# Non-owner Occupied Residential Property Registration and Inspection Proposal

Presented to the Dallas City Council  
November 4, 2009

Dallas Code Compliance, what it all means  
**COMMUNITY**



# Background

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- The proposal on September 2, 2009 outlined the clear need to address issues related to non-owner occupied rental properties
  - Benefits to be gained from this program by the property owners, tenants, the community and the City of Dallas
    - Neighborhood stabilization
    - Code-compliant rentals for tenants
    - Enhanced partnership with property owners

# Stakeholder Input

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- ❑ The proposal was presented to stakeholders for feedback and ideas for successful implementation (See Appendix)
- ❑ Stakeholders' input is included in the recommended program:
  - Provisions to promote good operators by granting free registration in subsequent years for operators with no confirmed violations
  - No requirement to attend Safe Complex Symposium due to difficulty in scheduling attendance and lack of resident density found in multi-tenant structures
- ❑ Positive comments included:
  - Less restrictive than similar programs in other cities
  - Proposal focuses on tenant behavior

# Proposed Program Components

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## Registration

- ❑ A Rental Registration and Inspection program would:
  - Require all owners of residential rental properties to annually register their properties regardless of whether the tenant is a family member
    - ❑ Fee payment attached to registration application
    - ❑ Registration would be free in subsequent years if property has no confirmed code violations

# Proposed Program Components

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## Registration

- Upon receipt of the application and payment, the City will create an account using the Pay1 software system
  - The account will be specific to the property owner and be used in subsequent years to expedite processing and tracking
  - Owner will be required to satisfy outstanding obligations resulting from the operation of their commercial property to become compliant with the registration requirement
  - Code Compliance will review registration application for completeness and extract reports from the Pay1 system
    - Substantiate that required properties are registered

# Proposed Program Components

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## Registration Enforcement

- ❑ Code Compliance will employ several methods to determine existence of non-owner occupied residential property and whether such properties have registered
  - Review of Appraisal Districts/Water records and routine inspections, and citizen feedback
- ❑ Notification will be issued to owners that have not registered.
  - The notification will include educational material regarding the program
  - Owners will have a specified time period to register their property or be subject to citations

# Proposed Program Components

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## Confirmed Code Violations

- Premises –violations outside of the structure (yard, alley)
  - Tenants/occupants will receive citations if:
    - The property is registered by the owner
  - Owners will receive notices and citations if:
    - Owner has failed to register the rental property



# Proposed Program Components

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## Confirmed Code Violations

- ❑ Structural – violations on the structure
  - Owners are responsible for abating structural violations and will receive notices and subsequent citations
  - Violations that impact the structural integrity of the property will initiate an interior inspection
  - Interior inspections will document deviations from the Minimum Urban Rehabilitation Standards noted in Chapter 27 of the Dallas City Code
    - ❑ Owners will have 45 days to correct confirmed exterior/interior structural violations
    - ❑ Structural violations not corrected will be subject to re-inspection fees proposed at \$50 per re-inspection until the violation is corrected

# Proposed Program Components

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## Safety

- Proposal recommends that owners of non-owner occupied residential properties not be required to attend a Safe Complex Symposium
  - Owners of Multi-family facilities will still be required to attend
- Collaborating with the Dallas Police to include non-owner occupied residential properties into the Goldstar Certification Program
  - Crime data will be collected and analyzed to determine whether crime thresholds can be developed for non-owner occupied residential properties
  - Possible inclusion of these properties in mandatory crime reduction programs if crime thresholds can be developed and properties exceed these limits

# Next Steps

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- ❑ December 9, 2009 – Council consideration of adoption of new ordinance with effective date of February 1, 2010
- ❑ December 2009 – Initiate public information notice to affected stakeholders
  - notices/public information announcements
  - community meetings
  - notices to property management firms
  - City Cable Channel/web site/other media
- ❑ February 1, 2010 – Initiate program
- ❑ June 2010 – Provide program status to Council Committee

# Appendix

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- Stakeholders Meetings Held
  - Stakeholder Meeting One – 8/6/2009
  - Stakeholder Meeting Two – 10/5/2009
  - MetroTex Association of REALTORS
  - Dallas Association of Real Estate Brokers