

Landlord Training Program

Update to City Programs

December 9, 2015



“Code Enforcement” Initiatives

- Demolition of blighted structures
- More “on street” code enforcement
- Investigate Land banking
- Programs to assist hardship cases
- Foreclosures
- Adoption of HB 135
- Update Code Board appeal process
- Build relationships with developers (CCDI)
- **Make eviction lists more accessible**
- **Criminal Activity Ordinance**
- **Landlord Notification System**
- **Rental Inspection Program**
- Leverage current Rental and Fire inspection programs increased efficiencies
- Civil-Criminal "carve out" Potential for Some Violations to have Criminal Penalties (Investigating with KLC)
- Section 8 Program Requirements for Property Maintenance Code Compliance, Good Standing with Taxes and Fees, Code of Conduct for Tenants
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- Utilize County Attorney's Office Resources for Prosecution
- Establish "housing docket" with Kenton County District Court
- Reorganization of Legal Department for Greater Focus on Housing Issues



Enhancements to the City's Fire Inspection, Residential Rental Licensing, and Criminal Activity Ordinances

Project Goal

Increased Proactive Inspections on Properties

Provide for the Health, Safety and Welfare of the General Public through safe and sanitary housing in the City.

Proactive property inspections on all residential rental **properties**, 3 units and up from four part time staff per year, plus “triggered” unit inspections, per the existing rental inspection ordinance.



Residential Rental License

- Purpose is to keep updated contact information for Covington landlords
- Required to rent residential property in Covington
- License is good for a year, expires January 15th every year, annual renewal
- No charge for license if:
 - renewed by January 15
 - A first time application within 30 days of renting
 - Within 30 days of a change of ownership
- \$60 late fee for rental license application otherwise
- License is not transferrable between different owners



Rental License Application

SECTION 1: APPLICANT AND CONTACT INFORMATION

Date of Application	
Name of Rental Business or Landlord	
Occupational License Number*	

*Please note, an Occupational License is required in order to operate rental property in the City of Covington

Property Owner Mailing Address *(for official city notification and annual renewal reminder)*

Name	
Address	
City	
State	
Zip	

Property Manager/Primary Contact *(Please provide all requested information below for the contact person(s) for inquiries regarding the properties listed on this application)*

Name	
Phone Number*	
Contact Email**	

*Phone number may be used by Code Enforcement to schedule rental inspections

**Contact email may be used for Criminal Activity Notifications



What do I need to do to get a license?

- Be in good standing: this means that you must have a valid occupational license with the City and be current on any money owed to the City (taxes, nuisance liens, labor liens, inspection fees, and loans)
- Questions about the taxes should be directed to the City of Covington Finance Department at (859) 292-2175.
- Questions about liens can be directed to Lindy Jenkins in the Legal Department at (859) 292 2311
- Questions about the rental license itself can be directed to rentallicenses@covingtonky.gov

What happens if I don't have a license?

- Get one – it's free if submitted on time! A PDF fill-in version of this application is available on our website (<http://www.covingtonky.gov/forms-documents>), and the completed form or any questions about the Rental License application or the Rental Inspection program can be emailed to RentalLicenses@covingtonky.gov.
- Pay the \$60 late fee if not renewed by January 15th deadline
- Lack of a rental license will trigger an interior inspection of the property. Contact Code Enforcement to schedule the inspection.
- If a license is not obtained you run the risk of being charged with a Class B misdemeanor by Kenton County.



What is included in the fire inspection and when can I expect to be called on for one?

Fire Prevention / Inspection Program (Proactive)

- Kentucky Standards of Safety
- Rotation Goal – the goal of the program is to inspect the common areas in all rental properties that have 3 or more units once a year. This will be done on a rotating basis.
- Proactive rental inspections are completely free. If issues are detected and the inspector needs to come back and follow up on an issue, a \$30 fee will be assessed at that time.

Date of Inspection _____

City of Covington Kentucky Inspection Checklist

Case # _____

Owner _____

Mailing Address _____

Email _____

Telephone _____

Inspection Address - - - - -

Tenant _____

New Proactive Inspection w/o Violations	\$0
New Proactive Inspection w/ Violations	\$30
New Triggered Inspection	\$30
Life Safety Re-Inspection	\$0
Re-Inspection # 1	\$100
Re-Inspection # 2	\$200
Re-Inspection # 3 and Subsequent	\$500

Inspector _____

Unit # _____ PIDN # _____

Contact Info. - - - - -

Section 303 Exterior Structure

International Property Maintenance Code

- 303.4 Structural members
- 303.5 Foundation Walls
- 303.13.1 Rotted Window Sills
- 303.13.2 Window screens: missing/torn
- 303.13.3 Windows are not weather tight
- 303.13.4 Window Hardware
- 303.13.5 Entry doors : damaged/not weather tight
- 303.13.6 Post each apt door with a unit number

VIOLATION	Notes



NO VIOLATIONS: No violations were noted at the time _____

VIOLATIONS: Unf: re JE:It be _____ with 'the at:mv! 11d!d ve-IMM&1::

INSPECTION DATE: _____ / _____ ft £: the _____ off the off:tn,er or flnt to c t:ct _____ Service: :t2!}2 2323 :.od re:++::!iedue
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RENTAL utENSf RfVCl<fO: Tfl{ ,.7 L:nit must ff v.rc:rted or All ¥lot;icjonAl.Ite<! wiffliv; _____ 30 days of notice. Renting without a "rental license" result in criminal
fltect _____

BLE: Unit must be

comply with this order will result in cri

If a permit is required to abate violations: Contact Planning and Development Services of Kenton County, 2332

Dr. Fort, Mitchell KY, 41017, 859-331-8900

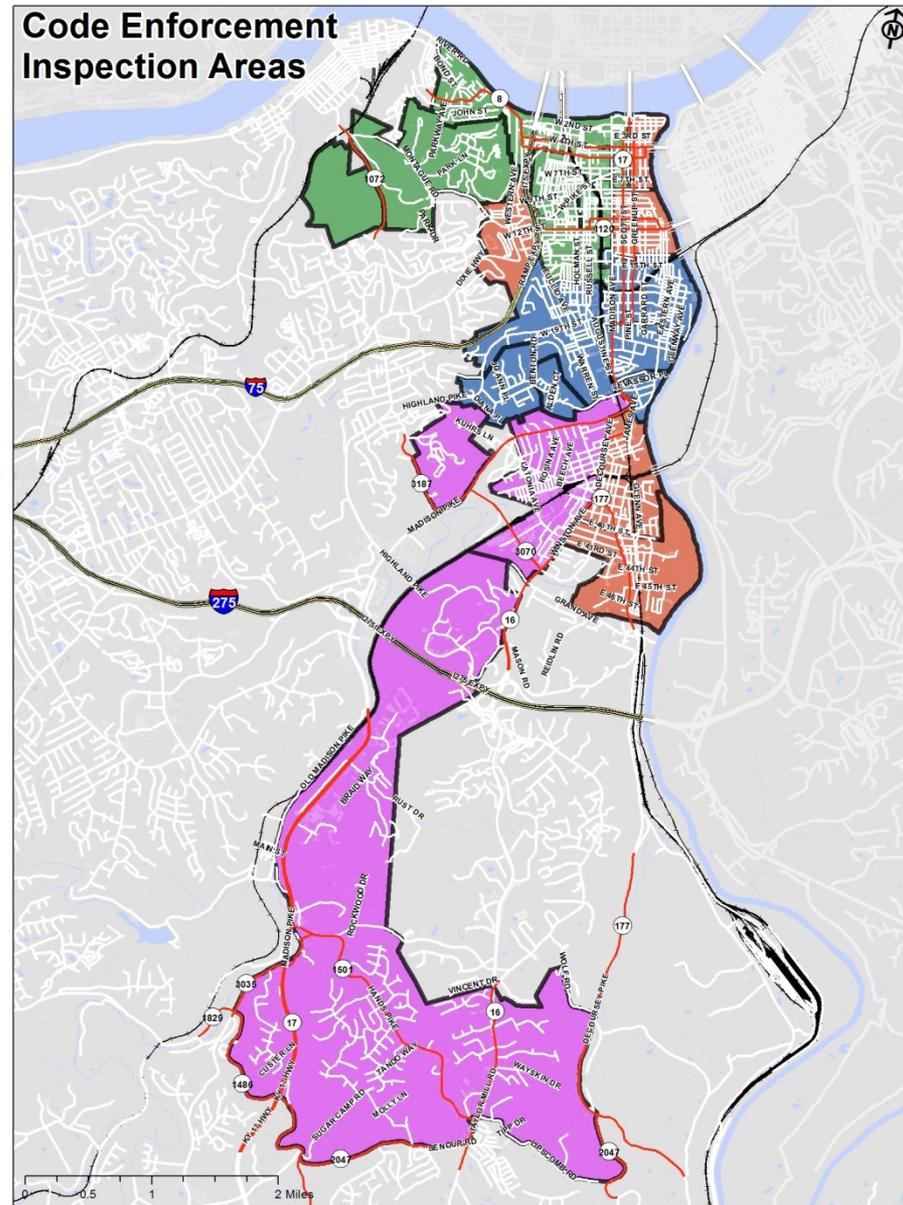


What triggers an inspection beyond the regular cycle of fire inspections?

- Triggering Events
 - Broken windows
 - Exterior damage to the roof
 - Damaged or missing gutters
 - Damaged or rotted exterior stairs/porches
 - Damaged exterior walls
 - Weeds or grass above 10 inches
 - Prohibited trash set out
 - Violation found during fire inspection
 - Not having a rental license

On Street Code Enforcement

- Inspectors each have a code enforcement area, grouped by neighborhood
- Exterior issues detected by code officers trigger interior inspections



Map Created:
12/15/2015

Exterior Inspection Areas

Area #1 - Rick Fox

Area #2 - Jim Ediger

Area #3 - Ryan Doyle

Area #4 - Gus Bear

Code Enforcement Department: 859.292.2323

Rick Fox	rfox@covingtonky.gov	292.2317
Jim Ediger	jediger@covingtonky.gov	292.2129
Ryan Doyle	rdoyle@covingtonky.gov	292.2116
Gus Bear	abear@covingtonky.gov	292.2115



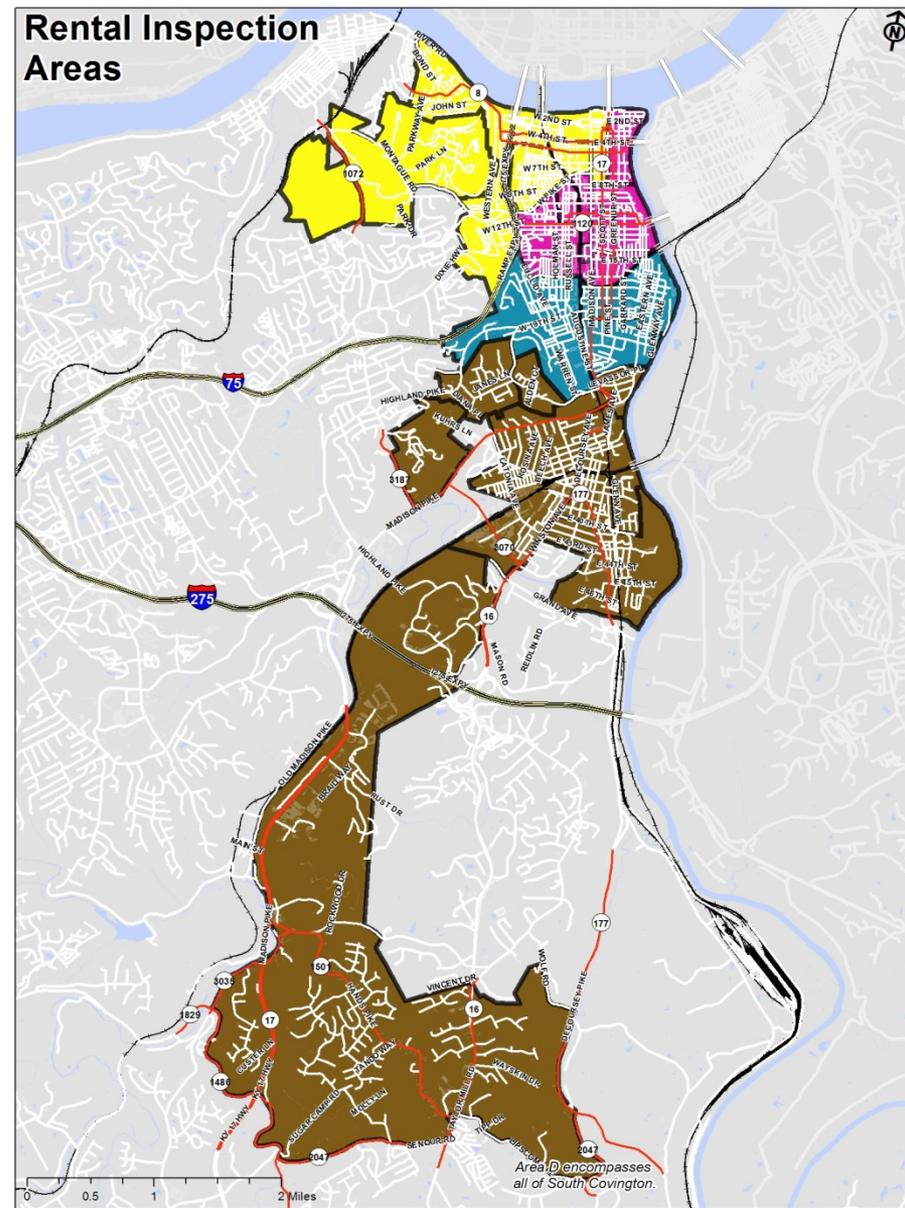
What's the process for scheduling an inspection?

- Notice: Inspectors will contact owners by mail providing notice that an inspection has been triggered. They, or office staff will follow up by phone and/or email if contact information is available.
- Once contact is made, a time and date for the inspection is set in advance so the tenant can be notified.
- It is the responsibility of the owner to schedule follow-up inspections by contacting the inspector if issues are detected during the initial inspection.
- If inspectors detect issues in multiple properties owned by the same owner, this can trigger inspections on all of the units owned by that owner within the City. One inspector will handle all of these regardless of which inspection area the individual property is in.



Rental Inspection Areas

- Rental inspectors' areas equally distribute rental units



Map Created:
12/15/2015

Rental Inspection Areas

- Area A - Walt Mace
- Area B - Stan Schmale
- Area C - Tom McDaniel
- Area D - Cassie Sizemore

Fire Department: 859.431.0462
Code Enforcement: 859.292.2323
Rental Licenses: rentallicenses@covingtonky.gov

Walt Mace	wmace@covingtonky.gov	292.2143
Stan Schmale	sschmale@covingtonky.gov	292.2325
Tom McDaniel	tmcdaniel@covingtonky.gov	292.2125
Cassie Sizemore	csizemore@covingtonky.gov	292.2114



What are the fees?

Rental License Late Fee	\$60.00
First re-inspection	\$30.00
Second re-inspection	\$100.00
Third re-inspection	\$200.00
Fourth and subsequent re-inspections	\$500.00

What happens if interior inspection results in violation?

- The checklist detailing the violations that were detected is provided to the owner with a deadline on when the corrections need to be corrected by
- A follow up inspection date and time is agreed upon at that time or the owner must call to schedule a follow up inspection within 2 weeks of the deadline that was given.
- If a life safety issue is detected, issues may be required to be abated immediately to avoid having the building placarded.

Under what circumstances will the license be revoked?

- Owner falls out of good standing with the City
- Issues that are detected during the initial inspection are not abated within the allotted timeline or no substantial progress has been made

What happens if I continue to rent without a license?

- Case will be turned over to Kenton County and owner will be subject to being charged criminally with a Class B Misdemeanor

What is the appeals process?

- If a rental license is suspended, the owner has 7 days to appeal the decision to the Rental Dwelling License Appeals Board. The board consists of five residents of the city, who are appointed by the Mayor with the approval of the Board of Commissioners.
- The next step would be to appeal to the Kenton County Circuit Court.
- Appeals of a fire code violation can be appealed to the State Fire Marshal's office

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Criminal Activity Ordinance

- A criminal nuisance violation is a criminal citation, arrest, or court-issued search warrant for crimes involving:
 - Prostitution
 - Controlled Substances
 - Alcohol Intoxication
 - Menacing
 - Assault
 - Terroristic Threatening
 - Resisting Arrest
 - Disorderly Conduct
 - Outdoor Gambling
 - Violations of KRS Chapter 527

Criminal Activity Ordinance

- Previously landlords were required to evict the tenant when a criminal nuisance violation occurred.
- Now they will be assessed a fine based on how frequently criminal nuisances occur, with some allowances made for larger rental properties.

	<u>First offense</u>	<u>Second offense</u>	<u>Subsequent offenses</u>
Premises with 1 to 8 residential units	2 criminal nuisance violations	3 criminal nuisance violations	Each additional criminal nuisance violation
Premises with 9 or more residential units	5 criminal nuisance violations	7 criminal nuisance violations	Every 3 additional criminal nuisance violations
Fine:	\$250	\$500	\$1000 for each offense

How do I know if crime is occurring on my rental property?

- All landlords who provide an email address with their rental license application will be automatically signed up for Criminal Activity Alerts.
- Criminal Activity Alerts are automated notifications from the police department when police are called to their rental property
- While a call for service does not immediately indicate a Criminal Activity Nuisance, it will provide a red flag for landlords that tenants may be causing issues

How can I help prevent crime from occurring on my property?

- Contact the Covington Police Department or Greater Cincinnati Northern Kentucky Apartment Association for educational and safety assistance suggestions
- Check criminal records of tenant applicants
- Check for applicants on the City provided Eviction List located on our website: <http://www.covingtonky.gov/residents/property-info/landlord-resources>

Availability of Eviction Listings

- Staff researches local county court dockets weekly to identify eviction cases
- Searchable list is provided to the public through a link on the website
 - <http://www.covingtonky.gov/residents/property-info/landlord-resources>
- Assists landlords with background checks on potential tenants

Who do I call for questions?

- **City of Covington**
 - **Code Enforcement:**
 - Community Services Coordinator: Kim Strategier
 - 859.292.2323
 - kstrategier@covingtonky.gov
 - rentallicenses@covingtonky.gov for questions regarding Rental Licenses
 - **Police Department** – Criminal Activity Notification questions, call for service questions
 - Assistant Chief of Police (Services): Lt. Col. Brian Steffen
 - 859.292.2205
 - bsteffen@covingtonky.gov
 - **Fire Department** – Fire & Rental Inspections
 - Fire Chief: Dan Mathew
 - 859.431.0462
 - firechief@covingtonky.gov
 - **Finance Department**
 - Assistant Finance Director: Dave Mathews
 - 859.292.2180
 - dmathews@covingtonky.gov
 - **Website** for Landlord Resources, including information about Criminal Activity Alert System, access to Eviction Listings, License Applications:
<http://www.covingtonky.gov/residents/property-info/landlord-resources>
- **Planning and Development Services of Kenton County** – Building Permits
 - Brian Sims, CBO, Chief Building Official
 - 859.957.2408
 - bsims@pdskc.org
 - <http://www.pdskc.org/services/applications-and-forms-all.aspx>
- **Sanitation District 1** – issues for laterals
 - Debbie Rizzo
 - 859.578.7450 x6746
- **Kenton County Attorney**
 - Stacy Tapke
 - 859.491.0600
 - stapke@KentonCoAtty.com
- **Greater Cincinnati Northern Kentucky Apartment Association** - 513.407.8612
- **Northern Kentucky Health Department** - 859.341.4264

