



SUMMARY:

- All residential rental properties (each building – even if located on the same parcel - is counted as a separate rental property) must be registered with the City of Marshall, except properties that are licensed by the State or are City managed. Buildings with Section 8 units must register.
- All applications will be on-line and will require creating an account.
- The program term is two years for all properties with first term starting January 1, 2023.
- Unregistered properties will have to cease operations after July 1, 2023.
- One-time initial registration fee of \$50 per rental property must be paid at the time of registration; all renewals are free.
- Owners must sign a statement certifying that the building meets the minimum requirements of the Housing Code.
- All properties must have a person – owner or manager - responsible for registration renewals and maintenance and capable of responding to emergencies within an hour. All other complaints must be responded to within 48 hours of a complaint and generally addressed within 5 working days.
- Every rental property will be issued a Registration Certificate, which will have to be posted in the common space when there is one in the building, or in the units, next to electrical box or other conspicuous location, if there is no common space. This Registration Certificate will list the name of the owner and, if applicable, a manager, and the phone number to call in case of a problem, concern, or complaint. It will also include a time frame for response from the owner/manager.
- The City will respond to valid complaints only. A valid complaint is a complaint that brings up an item covered by the City Housing Code and made after the landlord or manager was notified prior to complaint and at least 48 hours passed with no response, or 5 working days passed with no action taken after an initial response to a complaint. A valid complaint will trigger an inspection.
- All inspections conducted due to a valid complaint will incur \$100 inspection fee. All inspections conducted in a dwelling unit due to a valid complaint will consider and review ALL items covered by the Housing Code, both in the affected unit and in the common space if any. All deficiencies found during such inspections will have to be promptly corrected within allocated time (one inspection to confirm corrections will be free).
- Not correcting all non-compliant items within allocated time after a complaint-triggered inspection and/or additional inspections resulting from the second valid complaints in the same building (even if in a different unit) may result in registration non-renewal, suspension and/or revocation.
- Failure to register or renew registration before expiration date may result in registration suspension and/or revocation.
- Tenants are prohibited from interfering with alarms.
- Having more than three unrelated tenants/renters in a single-family house will be permitted and, in most cases, will be limited by available parking considerations.