

**Article 711**  
**Registration of Landlords**

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**711.01 DEFINITIONS.**

For the purpose of this article, “landlord” means any person who undertakes to, or offers to undertake or does himself or by or through others, furnishes real property for lease or rent for any purpose.

**711.02 REGISTRATION; RESTRICTIONS.**

No person shall engage in the business of leasing or renting real property without first obtaining a registration as hereinafter provided, nor shall a person continue to engage in any such activity after his registration has expired, been suspended or revised.

**711.03 CITY REGISTRATION ISSUANCE; FEES.**

An application for a landlord’s registration shall be made to the office of the Building Inspector, on such forms as may be required or prescribed by the Building Inspector and shall be available for public inspection.

Upon approval of the application for a landlord’s registration by the Building Inspector, a fee of fifteen dollars (\$15.00) per year shall be paid to the Town Treasurer, whereupon the registration shall be issued. Such application form should include, in the discretion of the Building Inspector, but may not be limited to the following information and such applicant shall state such information on the application:

- (a) Name of individual applying and company name
- (b) Address and telephone number
- (c) Federal identification number and social security number
- (d) A list by street address of all rental property owned by the applicant within the Town.

Landlord’s registration shall be valid for a period of one year beginning July 1 of each year. Registration may be renewed. If a registration is allowed to lapse for one full year, a new registration shall be obtained by filing a new application and paying the fee. No registration issued hereunder shall be prorated or transferable.

**711.04 REGISTRATION REVOCATION; APPEAL.**

A registration issued pursuant to this section may be revoked by the Building Inspector if he finds that the landlord's rental property is unfit for habitation or use for its intended purpose or for landlord's refusal to conform his property to the requirements of law, or breaches of such other duties placed on the landlord by the Building Code or general law. Any such revocation shall be preceded by written notice of the anticipated revocation sent by certified mail to the landlord's last known address at least fifteen days prior to revocation, but not before the Building Inspector has made every effort to serve the landlord in person. Such notice shall inform the landlord of the grounds for revocation and his right to an appeal to the Board of Appeals as provided by law. A revocation of a registration shall not entitle a landlord to a refund of any part of the registration fee.

If the Building Inspector refuses to register any landlord or if a landlord is notified by the Building Inspector that he was not in compliance with any provision of this article, such landlord shall have the same right of appeal as under a revocation of a registration. If any decision of the Board of Appeals is adverse to any landlord, the landlord may apply to the Circuit Court of Harrison County for review of such decision in the appropriate manner within thirty days of such decision.

The Building Inspector shall advise the landlord of his/her/its rights under this section on any notice given to such landlord relating to the review of the Building Inspector's decision.

**711.05 PENALTY.**

Whoever engages in any activity contrary to the provisions of this article, whether without obtaining a registration certificate required therefore before commencing the same or by continuing the same after the termination of the effective period of any such registration certificate, may, in addition to paying the registration fee, be liable for a penalty of fifty dollars (\$50.00) for each month or fraction thereof during which he has been in default of the registration fee. The Building Inspector, after written notification, shall collect the full amount of the registration fee and penalty imposed and he shall not issue any registration certificate until the registration fee and the penalty have been paid in full.

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