



105 E. Center Street  
Sikeston, MO 63801  
573-471-2512  
www.Sikeston.org

## ALERT!!! LANDLORD REGISTRATION DUE APRIL 3, 2020

Dear Rental Property Owner and/or Property Manager:

The City of Sikeston, in conjunction with rental property owners and tenants have the common goals of providing livable and well-maintained rental housing in our community. Pursuant to this effort our concerns have been three-fold:

- ❖ Support the rental housing industry within our community
- ❖ Establish and maintain a minimum quality of rental housing for our citizens
- ❖ Maintain and improve the quality of our neighborhoods

Accomplishing these guiding principles plays an intricate role in improving the quality of life for our citizens, whether they own or rent their dwellings. The City fully implemented the **Rental Property Minimum Housing Quality Standards Ordinance**, on April 3<sup>rd</sup>, 2020. The Ordinance requires all rental property owners to register their property as well as the tenants with the City of Sikeston by January 31<sup>st</sup>, of each year.

The 2020 *Landlord Requirement Package* has pertinent information included to help you and the City of Sikeston provide suitable housing for those within our community. **Please discard and replace any and all prior forms with the updated forms enclosed in this packet!**

### **WHY AM I RECEIVING THIS INFORMATION**

Rental property is defined by this ordinance as ***any property that is not owner occupied***. I understand several of you may have additional properties with relatives occupying the units. ***These properties must also be registered with the City.***

*In other words, anytime you purchase property that will be occupied by anyone other than the owner, it must be registered with the city immediately. You must also include the name of the seller whom you purchased the property from and the date of the sale.*

There is no intention on the part of the City of Sikeston to dictate individual landlord's business practices. The City does, however, take its responsibility to improve and preserve the quality of life for all of our citizens very seriously, and will enforce the **Rental Property Minimum Housing Quality Standards Ordinance** to its fullest extent.

## **ENCLOSED**

1. Revised-Chapter 510 Rental Property Minimum Housing Quality Standards
2. Rental Housing Registration Form RHO-01 (2/20) – Due April 3<sup>rd</sup>, 2020
3. Rental Inspection Checklist RHO-05 (2/20) – Landlord information
4. Board of Appeals Application Form RHO-04 (11/18) – Required to appeal any code action (City Manager Actions Not Applicable)
5. Tenant Right Letter

## **AVAILABLE UPON REQUEST OR ONLINE AT [www.sikeston.org](http://www.sikeston.org)**

- Chapter 510 – Rental Property Minimum Housing Quality Standards
  - The Sikeston City Municipal Code is the foundation for our rental program and works in conjunction with the **2012 International Property Maintenance Code, Housing Quality Standards Guidelines** and **2012 International Fire Code**.
- Rental Housing Registration Form
  - The Rental Housing Registration Form is due by April 3<sup>rd</sup>, 2020 and thereafter annually by January 31st. Property address and types are required.
  - **Note:** Failure to submit a Registration Form along with the inspection fee carries a minimum fine of five-hundred dollars (\$500.00).
- Rental Inspection Checklist
  - Guidelines for rental property inspections.
- Board of Appeals Application Form
  - You have the right to appeal any decision by the City of Sikeston Code Enforcement Department to the Board of Appeals by using the Board of Appeals Application Form. There is a twenty-five dollars (\$25) processing fee that must be paid, to the City Collector, at the time of filing the Board of Appeals Form (City Manager Actions are Not Applicable).

## **PROPERTY MAINTENANCE:**

In the event rental property is found in violation of the Sikeston Municipal Code Section 500.730 or the 2012 International Property Maintenance Code, pertaining to junk and trash, tall weeds/grass, or derelict vehicle(s) and or vehicle accessories, written notification and information pertaining to the abatement deadline will be sent to the property owner, property manager as well as the tenant(s) address. Therefore, it is imperative the Rental Housing Registration Form be on file and up-to-date at City Hall. Failure of the property owner, property manager, or tenant to abate the said violation(s) in the above reference time period will result in court action.

## **FINES/PENALTIES:**

Your earliest response to this correspondence is critical as there is a five-hundred dollars (\$500.00) fine for failing to register rental property.

**Note:** Court complaints will be filed against those who fail to comply

**CONCLUSION**

The accomplishment of the City's goal of a successful landlord registration program requires the cooperation of all of our landlords. In order to achieve this cooperation, it is vital the lines of communication between all parties; landlords, tenants, residents and the City remain open. If you have any questions, comments, or suggestions please feel free to contact the Code Enforcement Department by telephone at 573-471-2511, email request to [codeenforcement@sikeston.org](mailto:codeenforcement@sikeston.org) or come visit us at City Hall.

Thank You in Advance,

A handwritten signature in black ink, appearing to read 'L. Ware Sr.', with a large, stylized initial 'L'.

Lorenzo M. Ware Sr.  
City Planner/Code Enforcement Manager

# Chapter 510 Rental Property Minimum Housing Quality Standards

## **Section 510.010. Generally.**

The City Council of the City of Sikeston, Missouri, has found it to be in the best interest of its citizens to preserve the quality of its housing inventory and to protect its neighborhoods from neglect and deterioration which act as a threat to health, safety and the welfare of its people and places.

**Section 510.020. Definitions.** As used in this Chapter, the following terms shall have these prescribed meanings:

**IPMC** International Property Maintenance Code

**IFC** International Fire Code

**OCCUPANT** Any person living or sleeping in a building or having possession of a space within a building.

**OPERATOR** Any person who has charge, care or control of a structure or premises which is let or offered for occupancy.

**OWNER** See "PROPERTY OWNER".

**PERSON** An individual, corporation, partnership or any other group acting as a unit.

**PREMISES** A lot, plot or parcel of land including any structures thereon.

**PROPERTY OWNER** Any person, agent, operator, firm or corporation having a legal or equitable interest in the property; or recorded in the official records of the State, County or municipality as holding title to the property; or otherwise having control of the property, including the guardian of the estate of any such person and the executor or administrator of the estate of such person if ordered to take possession of real property by a court.

**RENTAL PROPERTY** Any premise(s) that is not occupied by the owner including those premises that are subject to agreements providing for contracts for deeds, including both vacant and occupied units.

**TENANT** A person, corporation, partnership or group, whether or not the legal owner of record, occupying a building or portion thereof as a unit.

### **Section 510.030. Compliance Standards.**

A. All residential rental units must conform to Housing Quality Standards (HQS) established by the U.S. Department of Housing and Urban Development as well as the following sections of the IPMC and IFC: 1) 302.3 IPMC 2) 302.7 IPMC 3) 304.3 IPMC 4) 704 IPMC 5) 602.2 IPMC 6) 908.7 IFC 7) 908.7.1 IFC

### **Section 510.040. Inspection Personnel/Administration.**

A. Inspections of residential rental property shall be conducted by staff designated by the City Manager as Rental Housing Inspectors. The Rental Housing Inspector duties of these employees shall be independent of and may be in addition to other duties of said employees. Rental Housing Inspectors shall inspect residential rental property to ensure compliance with this Chapter.

B. Rental Housing Inspectors shall have the authority to enter into and inspect residential rental properties at any time with the consent of the property owner, operator, or occupant, or pursuant to any warrant.

C. The City Manager is directed to develop any appropriate forms, applications and other materials in order to accommodate this Chapter.

D. The City shall annually send a letter to all known residential rental unit physical addresses informing tenants of the provisions of this Chapter.

### **Section 510.050. Registration Fees and Procedures.**

A. All property owners of residential rental property shall be required to fill out and submit a Landlord Registration Form on or before the effective date of the ordinance enacting this chapter, then annually on or before January thirty-first (31st) of each year, with the appropriate fee for the rental property or properties as designated in this Chapter.

B. The Landlord Registration Form shall contain owner and operator contact information, the physical address of the residential rental property or properties, and any other information deemed necessary by the City Manager.

C. The property owner shall submit said application to the City Planning and Development Office together with the Landlord Registration Fee which shall be as follows:

- 1) Fifty dollars (\$50.00) total if the property owner is registering 25 or fewer rental units, or;
- 2) One hundred dollars (\$100.00) total if the property owner is registering more than 25 rental units.

D. Failure to timely submit a completed Landlord Registration Form with the requisite fees set by this Chapter will result in the property owner being found in violation of this Chapter and subject to a fine of not less than five hundred dollars (\$500.00).

**Section 510.060. Inspections, Enforcement, Correction of Violations, and Penalties.**

A. Interior inspections of residential rental properties shall take place at the request of the property owner, operator, or occupant, or pursuant to any warrant. No regular schedule of required inspections is established by this Chapter.

B. Exterior inspections of residential rental properties shall take place on a complaint basis or upon self-initiated activity by Planning and Development staff, per the same basis and procedures as any other private property in the City, regardless of owner- or renter-occupied status.

C. The property owner shall have thirty (30) days within which to correct violations of the Compliance Standards defined in Section 510.030, unless the violations present an immediate and serious threat to the life and health of the occupant(s), as determined by the City Manager, in which case immediate correction of the violations shall be required or the property shall be condemned as unfit for occupation. The City Manager's determination shall be stayed only by judicial injunction.

D. Failure by the property owner to remedy violations within the time frames defined in Section 510.060(C) shall result in the filing of a complaint. Convictions on said charges will result in a minimum fine of one hundred dollars (\$100.00) for every thirty (30) days or portion thereof the violation goes un-remedied, up to a maximum fine of five hundred (\$500.00).

**Section 510.070. Appeals Board.**

A. Any violation of this Chapter, except violations that present an immediate and serious threat to the life and health of the occupant(s) as determined by the City Manager per Section 510.060(C), may be appealed to the City of Sikeston Board of Appeals, within 10 days of the date the notice of violation is mailed to the property owner.

B. Enforcement of this Chapter shall be stayed until any properly filed appeal is pending before the Board of Appeals.

C. Meetings of the Board of Appeals will be called upon receipt of a completed Board of Appeals Application Form or at the direction of the Chairperson of said Board.

D. Notice of meetings of the Board of Appeals will be posted at City Hall with the members receiving first class mail notice of same.

E. Meetings will be conducted as soon after filing an appeal as is reasonably possible.

**SECTION III: General Repealer Section:** Any ordinance or parts thereof inconsistent herewith are hereby repealed.

**SECTION IV: Severability:** Should any part or parts of this ordinance be found or held to be invalid by any court of competent jurisdiction, then the remaining part or parts shall be severable and shall continue in full force and effect.

# CITY OF SIKESTON RENTAL HOUSING REGISTRATION 2020

**Attention:** The purchaser of residential rental property, that will not be owner occupied, must contact the City Planning and Development Office in writing with information detailing whom the property was purchased from and the date of sale.

## Owner(s)/Property Manager(s) Information

Owner(s) Name: \_\_\_\_\_

Address: \_\_\_\_\_ City, State, Zip: \_\_\_\_\_

Office Phone Number: \_\_\_\_\_ Cell Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

Preferred Contact Method:  USPS  E-Mail  Owner  Property Manager  Both

Property Manager(s) Name: \_\_\_\_\_

Address: \_\_\_\_\_ City, State, Zip: \_\_\_\_\_

Contact Person(s) Name: \_\_\_\_\_

Office Phone Number: \_\_\_\_\_ Cell Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

Preferred Contact Method:  USPS  E-Mail

### **PLEASE ATTACH UPDATE PROPERTY LIST FORM**

<p><b>Number of Units</b>  <b>I</b> = 1 to 25 units \$50.00  <b>II</b> = 26 units or more \$100.00                  (Check the correct box)  <input type="checkbox"/> <b>Type I</b>  <input type="checkbox"/> <b>Type II</b></p>	<p><b>Construction Type</b>  <input type="checkbox"/> <b>Duplex</b>  <input type="checkbox"/> <b>Single Family</b>  <input type="checkbox"/> <b>Multi-Family</b>                  (Check all that apply)</p>	<p>All property owners of residential rental property shall be required to fill out and submit a <b>Landlord Registration Form</b> on or before the effective date of the ordinance enacting this chapter, then annually on or before January thirty-first (31st) of each year, with the appropriate fee for the rental property or properties as designated in this Chapter.</p>
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**CITY OF SIKESTON CITY HALL  
 ATTN: CITY PLANNING AND DEVELOPMENT OFFICE  
 105 E. CENTER STREET  
 SIKESTON, MO 63801**

I hereby attest the above to be a true and accurate record:

\_\_\_\_\_  
 Owner/Property Manager's Signature Date

**\*\*\*Failure to submit form by April 3<sup>rd</sup>, 2020 may result in a \$500.00 fine\*\*\***

## CITY OF SIKESTON – RENTAL HOUSING REGISTRATION 2020

### Owner's Information

Owner's Name: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip \_\_\_\_\_

Phone #: \_\_\_\_\_

Email Address: \_\_\_\_\_

### Property Manager's Information

Property Manager (if any) \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip \_\_\_\_\_

Phone #: \_\_\_\_\_

Email Address: \_\_\_\_\_

	<u>Construction Type</u> D = Duplex S = Single Family Unit M = Multi-Family Unit	<u>Address of Rental Unit</u>
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## Rental Inspection Checklist

### ----- EXTERIOR PROPERTY AREAS -----

- Sidewalks/Driveways free from substantial cracks, broken areas and trip hazards (302.3 IPMC)  Yes  No  
 Accessory structures such as fences, detached garages and sheds in good repair (302.7 IPMC)  Yes  No

### ----- EXTERIOR OF STRUCTURE -----

- Street numbers on property are plainly legible and visible from the street (304.3 IPMC)  Yes  No  
 Foundation is sound in appearance, free from hazards and has no open holes (HUD)  Yes  No  
 Stairs, rails and porches are free from rot and broken or missing parts (HUD)  Yes  No  
 Roof and gutters are sound (not buckling, sagging or have holes in the structure) (HUD)  Yes  No  
 Chimney structurally sound (not significantly damaged or leaning) (HUD)  Yes  No  
 Lead-based paint is not present or not exposed on windows, window sills, walls or other areas (HUD)  Yes  No

### ----- INTERIOR OF STRUCTURE -----

- Electrical free of hazards such as exposed wires, outlets not working, broken covers or no GFCI (HUD)  Yes  No  
 Emergency exits are accessible, windows and doors secure and operational as designed (HUD)  Yes  No  
 Windows and window sills are in reasonably sound condition (HUD)  Yes  No  
 Ceilings are sound (not buckling, sagging, has holes/cracks or substantially stained) (HUD)  Yes  No  
 Walls are sound (not buckling, bulging, leaning or having significantly sized holes) (HUD)  Yes  No  
 Floors are sound (no hazardous cracks, significant holes, buckling or major movement) (HUD)  Yes  No  
 Lead-based paint is not present or not exposed on windows, window sills, walls or other areas (HUD)  Yes  No  
 Appliances are working as designed (HUD)  Yes  No  
      Owner Supplied    Tenant Supplied  
 Bathroom ventilation (electric fan or operable window) is working (HUD)  Yes  No  
 Smoke detectors are in proper locations, working and connected properly (704 IPMC)  Yes  No  
     ❖ Must install according to the manufacturer's specifications/installation instructions  
     ❖ On the ceiling or wall outside of each separate sleeping area, in the immediate vicinity of bedrooms  
     ❖ In each room used for sleeping purposes  
     ❖ In each story within a dwelling unit (including basements & cellars); open split levels require 1 detector  
 Compliant heating facilities capable of maintaining a household temperature of 65° (602.2 IPMC)  Yes  No  
 Carbon monoxide alarms are in proper location, working and connected properly (908.7 & 908.7.1 IFC)  Yes  No  
     ❖ Must install according to the manufacturer's specifications/installation instructions  
     ❖ Must install in any room containing gas-powered equipment or appliance

***If there are any areas checked (NO) other documentation will be attached***

NOTE: Some repairs may require building permits, please contact the Code Enforcement Office with questions.

The City of Sikeston wants landlords to be prepared for rental unit inspections. This review of codes that our staff uses for inspections should help you prepare and pass your inspection! Please note that this is a summary list based on HUD Form 52580-A, IMPC and IFC.



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**CODE ENFORCEMENT BOARD OF APPEALS APPLICATION**

1. PROPERTY INFORMATION:

Property Address: \_\_\_\_\_ Owner(s) Name: \_\_\_\_\_

2. APPEAL INFORMATION:

- Nature of Appeal (Select One):  Proposing Alternative/Equivalent to Code Requirement  
 Appealing Code Official's decision or interpretation  
 Sikeston Municipal Code does not apply

Appeal applies to these issues: \_\_\_\_\_

Code Version and Year: **HQS, IPMC 2012 & Sikeston Municipal Code** Code Section: \_\_\_\_\_

Code Requirement: \_\_\_\_\_

\_\_\_\_\_

Deficiency: \_\_\_\_\_

\_\_\_\_\_

Proposed Alternative Equivalent/Alternate Interpretation/Reason UCC does not apply: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

3. APPLICANT'S AFFIDAVIT:

I am the Owner of the property, or an agent of the Owner, for which this application is filed. If an agent, I certify that I have been authorized by the Owner to complete this application on their behalf. As the applicant, I certify that the information provided as part of this application is correct.

Signature: \_\_\_\_\_ Print: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Email/Fax: \_\_\_\_\_

Signature: \_\_\_\_\_ Print: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Email/Fax: \_\_\_\_\_

Signature: \_\_\_\_\_ Print: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Email/Fax: \_\_\_\_\_

Signature: \_\_\_\_\_ Print: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Email/Fax: \_\_\_\_\_

**NOTE: A twenty-five dollar (\$25) processing fee must accompany this application form**

SIKESTON CODE ENFORCEMENT USE ONLY	
Date Submitted: ____ / ____ / _____	Case No: _____



105 E. Center Street  
Sikeston, MO 63801  
573-471-2512  
[www.Sikeston.org](http://www.Sikeston.org)

Friday, February 21, 2020

Dear Rental Property Tenant:

The City of Sikeston, over the years, in conjunction with rental property owners and tenants have had and will continue to have the common goals of providing livable and well-maintained rental housing in our community. Pursuant to this effort our concerns have been three-fold:

- ❖ Support the rental housing industry within our community
- ❖ Establish and maintain a minimum quality of rental housing for our citizens
- ❖ Maintain and improve the quality of our neighborhoods

Accomplishing these guiding principles plays an intricate role in improving the quality of life for our citizens, whether they own or rent their dwellings. The City fully implemented the **Rental Property Minimum Housing Quality Standards Ordinance**, on December 1<sup>st</sup>, 2000 and revised the ordinance on April 3<sup>rd</sup>, 2020. The Ordinance requires all rental property owners to register their property with the City of Sikeston by January 31<sup>st</sup>, of each year.

As a tenant of rental property in the City of Sikeston you have the right to inspection. ***First and foremost, you are highly encouraged to Contact Your Landlord with property issues.*** The preferred method of contact is in written form via letter, text or email. Phone calls to landlords work also but they cannot be documented for future reference.

The Department of Planning and Development upon receiving a complaint from the tenant, either written or verbal, will schedule and inspect your rental property according to the guidelines of the **Housing Quality Standards (HQS)**. If violations are discovered the property owner will be given thirty (30) days to fix the issue. In case of life-threatening violations, the property owner will be given twenty-four to forty-eight hours to fix the issue. Serious violations include but are not limited to: Exposed Live Wires, Gas Leaks, Sparks in Panel Box, No Capable Source of Heat During the Winter Months, etc.

If you have any questions or comments, please feel free to contact the Planning and Development Department during business hours at 573-471-2511.

Thank You in Advance,

Lorenzo M. Ware Sr.  
City Planner/Code Enforcement Manager