



RENTAL REGISTRATION & CERTIFICATION PROGRAM

Website: www.kalamazoo.org/rental lots of helpful information and documents

Rental Property Search (this is long, so alternatively go to page web above and look for "RENTAL DATABASE SEARCH": https://accessmygov.com/CD_RentalSearch/RentalPropertySearch?uid=233

Service Request Info or Inspection Scheduling Line: 269-337-8026

HOUSING CODE online: <https://ecode360.com/9694565> (link also provided on web page)



Inspectors are happy to answer questions. The best time to reach an inspector is before 9 a.m. or after 4 p.m. Every effort is made to return all calls within 24 hours. The department lobby is open 8 a.m. to 4:30 p.m. **Please call the inspection scheduling line or email rentalinspections@kalamazoo.org to schedule an inspection.**

<u>INSPECTOR</u>	<u>AREA SERVED</u>	<u>PHONE</u>
All Inspection Scheduling (please do not call inspector directly)		337-8026
Debra Miller, Housing Inspection Supervisor		337-8026
Randall Aldering	Housing Inspector (Vine, Central Business, S. Westnedge, Milwood)	337-8507
Dylan Huls	Housing Inspector (Burke Acres, west part Northside, Stuart, Fairmont)	337-8429
Mike Nelson	Housing Inspector (south Edison, Southside)	337-8447
Yvonne Wright	Housing Inspector (Campus, Winchell, Oakwood, Westnedge Hill)	337-8506
Ken Koetje	Housing Inspector (east Northside, Eastside, north Edison)	337-8515
Karleen Steppenwolf	Rental Registration Coordinator	337-8589
Bob McNutt,	Building Official & Code Administration Manager	337-8026
Jared Chambers	Code Compliance I Inspector (north of Stadium/Mich Ave/East Main)	337-8567
Rachael Luscomb	Code Compliance II Inspector (south of Stadium/Mich Ave/East Main)	337-8212
Marvella Vincent	Code Compliance II Inspector (north of Stadium/Mich Ave/East Main)	337-8154
Carmela Hostigun	Code Compliance I Inspector (south of Stadium/Mich Ave/East Main)	337-8553
Pete Eldridge	Zoning Administrator	337-8806
Bobby Durkee	Zoning Inspector	337-8172
Vacant	Seasonal Weed Inspector (May thru October)	337-8366
Sharon Ferraro	Historic Preservation Coordinator	337-8804
Deanna Benthin	Building Permit Tech (all building & trade permit questions)	337-8173
WEED HOTLINE (24 HOUR)		337-8847
TRASH/TRASH RECEPTACLE HOTLINE (24 hour)		337-8221
GENERAL CODE ENFORCEMENT HOTLINE (24 hour)		337-8221
VACANT/ABANDONED/DANGEROUS PROPERTIES		337-8026
SOLID WASTE & RECYCLING QUESTIONS		337-8215
WATER SUPPLY/QUALITY		337-8576
WATER/SEWER EMERGENCY		337-8149
WATER/SEWER EMERGENCY AFTER HOURS		337-8148
SIDEWALK CONCERNS		337-8731
CITY TREES (trees in right-of-way)		337-8731
POTHoles		337-8731
STREET CONSTRUCTION		337-8601
TRAFFIC SIGNALS/SIGNS		337-8601
TREASURY (tax/property valuations/bill payment)		337-8036
ASSESSING (change of address) ..		337-8011
PARKS & RECREATION		337-8191
CITY CLERK		337-8792
JUNK CARS (Public Safety dispatch)		337-8994
PUBLIC SAFETY NON-EMERGENCY		337-8120
PUBLIC SAFETY EMERGENCY ...		911

CERTIFICATE GUARANTEE DEADLINES

The city guarantees owners of rental property the ability to earn a 40 or 52 month certificate if inspections are scheduled in a timely manner according to the deadlines below.

Restrictions apply (as listed).

Certificate Expires	Courtesy Notice Mailed*	Schedule First Inspection by:	If Reinspection needed, schedule by:
January	1-Sep	1-Oct	10 days after first inspection date
February	1-Oct	1-Nov	10 days after first inspection date
March	1-Nov	1-Dec	10 days after first inspection date
April	1-Dec	1-Jan	10 days after first inspection date
May	1-Jan	1-Feb	10 days after first inspection date
June	1-Feb	1-Mar	10 days after first inspection date
July	1-Mar	1-Apr	10 days after first inspection date
August	1-Apr	1-May	10 days after first inspection date
September	1-May	1-Jun	10 days after first inspection date
October	1-Jun	1-Jul	10 days after first inspection date
November	1-Jul	1-Aug	10 days after first inspection date
December	1-Aug	1-Sep	10 days after first inspection date

All inspection rule criteria must be met: see www.kalamazoocty.org/rental-housing-inspections for official rental inspection rules. ** (see below)

GUARANTEE VOID IF MORE THAN ONE RESINSPECTION IS NECESSARY OR IF OWNER CALLS TO RESCHEDULE FOR ANY REASON**

GUARANTEE WILL BE HONORED IF CITY MUST RESCHEDULE DUE TO UNFORSEEN CIRCUMSTANCES (WEATHER, INSPECTOR ILL, ETC.)

- * If owner has not kept address up to date by filing a new rental registration application when address or other info changes, courtesy notice may not be received.
- * It is owner's responsibility to know when certificate expires and to schedule regardless of receipt of courtesy notice.
- ** No exceptions.
- ** Property owners may still be able to achieve a 40 or 52 month certificate if more than one reinspection is necessary, subject to scheduling availability, but guarantee is VOID.
- ** Other criteria that must be met include: only RENEWING certificates are eligible; property must have had two consecutive 40 month certificates; no conditions on the certificate; no appearance tickets or enforcement letters during the period of the expiring certificate; and meet specified violation limits.



EFFECTIVE MARCH 2, 2016
**RULES FOR INSPECTIONS OF RENTAL
 PROPERTY, LENGTH OF CERTIFICATE OF
 COMPLIANCE, NUMBER OF UNITS
 INSPECTED AND EXEMPTIONS FROM
 INSPECTIONS**

These rules address how frequently the city may inspect rental properties; establish the length of the certificate of compliance; establish the conditions by which properties are eligible to qualify for 40 month certificates; outline use of conditional certificates; provide the criteria by which residential cooperatives are exempt from the inspection process; and outline procedures for non-compliant properties.

(a) The city shall be entitled to at least one (1) inspection every 28 months for all rental property.

(b) All properties shall be able to qualify for a 40 month Certificate of Compliance subject to the following conditions:

- i) Only properties renewing current certificates shall be eligible. The new certificate must be issued PRIOR to the expiration of the current certificate.
- ii) The property must have had no appearance tickets or enforcement letters issued during the period of the expiring certificate.
- iii) The property must not have had any more than six documented violations during the previous 28 month certificate, or any more than nine documented violations during the previous 40 month certificate, (whichever is applicable) of Chapter 15A or Section 22-3 of the Kalamazoo City code.
- iv) Any violations of city codes, which were issued in the previous inspection cycle, must have had a timely resolution.
- v) In the event that the property does not qualify for a 40 month certificate, a 28 month certificate will be issued.

(c) Properties may qualify for a 52 month Certificate of Compliance subject to the following conditions:

- i) Only properties renewing a certificate are eligible.
- ii) The property must have had TWO previous 40 month Certificates of Compliance (most recent two cycles).
- iii) The new certificate must be issued PRIOR to the expiration of the current certificate.
- iv) No conditions may remain (no 52 month conditional certificates).
- v) The property must have had no appearance tickets or enforcement letters issued during the period of the expiring certificate.
- vi) The property must not have had any more than four documented violations of Chapter 15A (Garbage/Trash) or 22-3 (Nuisances) of the Kalamazoo City code during the previous 40 month certificate.
- vii) Any violations of city codes, which were issued in the previous inspection cycle, must have had a timely resolution.
- viii) In the event that the property does not qualify for a 52 month certificate, a 40 month certificate may be issued if the criteria in (b) above are met, otherwise a 28 month certificate will be issued.

(d) Properties with 30 or fewer units shall have all units inspected at each certificate renewal.