Neighborhood Services Department

RENTAL HOUSING FLOW CHART

Register Property

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1st Time Inspection → No Violations & no complaints → Issue *Certificate of Compliance* **(eligible for 4 yr Certificate)**

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Violation Discovered → Appeal Violations within 20 Days → Schedule Appeals Hearing

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1st Reinspection → Violation(s) Repaired → Issue *Certificate of Compliance* **(eligible for 3yr Certificate)**

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Violation(s) Still Exists → Civil Infraction Tickets Issued:
(1) Fail to Repair ($100.00)
(1) Occupy Without Certificate of Compliance ($100.00)
Post Structure "UNINHABITABLE"
Revoke Certificate of Compliance

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2nd Reinspection ($50 fee) → Violation(s) Repaired → Issue *Certificate of Compliance* **(2 yr Certificate ONLY)**

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Violation(s) Still Exist → Seek a Court Order to Vacate / Formal Hearing Request

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3rd Reinspection ($75 Fee) → Violation(s) Repaired → Issued *Certificate of Compliance* **(2yr Certificate ONLY)**

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Violation(s) Still Exists → Civil Infraction Tickets Issued:
(1) Fail to Repair ($300)
(1) Occupy Without Certificate of Compliance ($300)

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Violation(s) Still Exists → Civil Infraction Tickets Issued:
(1) Fail to Repair ($500)
(1) Occupy Without Certificate of Compliance ($500)