

HOUSING INSPECTION NEWS

HOUSING CODE & RENTAL PROGRAM INFO AVAILABLE ON-LINE



www.kalamazoo.org/rental-housing-inspections



CERTIFICATE ISSUANCE POLICY

As a reminder, 40 month certificates will only be issued to properties which meet certain criteria AND complete the recertification cycle PRIOR to the expiration date of the valid certificate. **No exceptions will be made.** You may renew certificates up to 90 days in advance, so mark your calendars, call **EARLY** for inspections, and leave plenty of time for a reinspection to occur should one be necessary.



Rental Registration & Certification Program: Seeking Your Input

We're listening. In 2014, during discussions surrounding the adoption of the International Property Maintenance Code, there was significant interest in discussing the city's administration of the rental registration and certification program. From scheduling inspections to certificate length, from enforcement on expired certificates to handling tenant complaints, or any other topic of concern, we'd like to hear from you. Tell us your thoughts.

You may submit an e-mail comment anytime before September 15, 2015 to kzoorentalprogram@kalamazoo.org. The city is also seeking input from tenant's groups, non-profit housing providers and neighborhood organizations. Taken as a whole, the comments may help shape any potentially warranted changes to the registration rules and procedures in the coming months.

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? What's New ?

Several new features are available as part of the Rental Registration & Certification program:

- The courtesy reminder notice now includes a second page which lists what the city has on file for your registration information for that property. If **ANYTHING** on that page is missing or incorrect, it is imperative that you submit a new rental registration application to update the information.
- The Rental Registration Application is now able to be submitted online! If you need to update your registration information it is easier than ever by going to: www.kalamazoo.org/rental-housing-inspections/rapplication
- The back side of the courtesy reminder notice now also includes a "cheat sheet" of common violations found at initial inspections. It is highly recommended that you visit the property prior to the inspection and always inform your tenant when the inspection is scheduled with the city.



Help us Keep Kalamazoo Clean!



- ◆ Call **337-8221** to report curb lawn, herby curby trash container and private property trash violations.
- ◆ Call **337-8847** to report tall grass and weed violations.

Multi-Unit Recycling Available

Kalamazoo offers a free multi-unit recycling program for the managers, owners and occupants of residential properties with five or more units, which is funded by the solid waste millage. The recycling program offers a variety of container sizes, depending on the volume. Collections range from weekly to monthly, depending on need. Multi-unit recycling collects paper items, cardboard, plastic (#1, #2, #3, #4, #5 & #6), glass, tin/aluminum and other kitchen metals, as well as empty aerosol cans.

If your rental property is not currently participating in the City's recycling program, call 337-8215 to start today!



Rental Inspection Fee Schedule:

www.kalamazoo.org/rental-housing-inspections

Watch Your Certificate Expiration Date: The Early Bird Gets the Worm

Rental property owners and managers are reminded to call **EARLY** for your recertification inspections. There are five housing inspectors performing the majority of all rental inspections, and their calendars can get booked 8 to 10 weeks in advance. Calling early will ensure you can schedule your inspection prior to the current certificate expiring, get a discounted fee for the inspection and potentially be eligible for a 40 month Certificate of Compliance. **Call 337-8026 to schedule.**

PERMITS REQUIRED

Permits are required for the replacement of furnaces and water heaters. Rental property owners must have installations performed by licensed professionals. If you have any questions, call the Permit Tech at **337-8026**.

Eviction Diversion Assistance Available to Tenants & Landlords

A collaborative program in Kalamazoo County can help pay back rent to stabilize an existing tenant through eviction diversion. Tenants must be no more than three months behind in rent, landlords must want the tenant to stay and the tenant must be able sustain rent payments after assistance. Tenants may call 211 to be screened for eligibility for the Eviction Diversion Program.

PUBLIC SERVICES SURVEY—PLEASE WEIGH IN!

The City of Kalamazoo Department of Public Services is looking for feedback on the level and frequency of solid waste services which include recycling, monthly bulk trash, and monthly brush programs. Would you like to see more frequent service? Could you get by with less? Do you think the City would benefit from single stream recycling service? Please let us know what you think of our current level of service, and how we might improve moving forward.

You can find the survey at:

<https://www.surveymonkey.com/r/public-services>

If The Yard is Growing.... Time to Start Mowing!

A friendly reminder that grass and weeds higher than 12 inches, or noxious weeds of any height, are in violation of the City of Kalamazoo Nuisance Ordinance. Please keep property mowed throughout the growing season. There is a \$75 cost recovery fee if the City has to send a Tall Grass/Weed Violation Notice. Further, if the City has to send the contractor to mow, that charge plus an administration charge will also be billed to the owner.



AVOID PARKING TICKETS



To avoid a parking ticket, remind your tenants that parking is prohibited on city streets between 2 a.m. and 6 a.m., except where indicated otherwise by street signs.



HAVE YOU CHANGED YOUR ADDRESS LATELY?

Please keep your owner and agent contact information current! Submit all address related changes using a Rental Registration Application within 10 days of a change. Submit online form at:

www.kalamazoo.org/rental-housing-inspections/rapplication



Fair Housing Laws: A Review of Protected Classes

The Fair Housing Act recognizes seven federally protected classes. The classes are race, color, national origin, religion, gender, familial status, and disability (handicap). Familial status and disability status are the 'newest' on the list, added in 1988. Because of the relative novelty of these two classes, many of the complaints filed with HUD and other civil rights enforcement agencies are based on familial or disability status.

Familial status refers to having minor children (under the age of 18) in a household. In addition, it covers foster parents, grandparents with legal custody, women who are pregnant, and/or an unrelated adult with custody of a minor child. The Fair Housing Act Amendment of 1988 prohibits discrimination based on having minor children in the household. To put it simply, it is illegal for a housing provider to advertise, say, or limit the choice of a tenant or potential tenant because they have children. It is also illegal to force families with children to live only on a ground level. The changing of the terms or conditions of tenancy because of having children is also prohibited.

In addition, the Fair Housing Act protects a person's disability status in housing transactions. The Fair Housing Center receives the majority of its calls regarding housing discrimination from persons with disabilities when a housing provider failed to accommodate or allow modifications to ensure that person can fully use and enjoy a property. Because these types of changes are dependent on the individual circumstance, the best policy is to begin a conversation with the person seeking accommodate to develop a solution that meets both the person's needs and the housing provider's interests. The US Department of Housing and Urban Development (the federal agency responsible for enforcing the fair housing laws), has recently brought a charge of discrimination because of a provider's refusal to rent to a person with Social Security Disability Income.

The Fair Housing Center of Southwest Michigan is a community partner and wants to make Kalamazoo great for everyone. If you have questions about fair housing laws, or need training, call the Fair Housing Center at (269) 276-9100 or (866) 637-0733.

For information on the Lead Paint EPA
Renovation, Repair & Painting Rule
visit

michigan.gov/leadsafe



RENTAL REGISTRATION DATABASE

The city's property search database includes a search engine for registered rental properties. The rental database will allow the viewer to search, by address or street, all the registered rental properties in Kalamazoo, see the number of units, whether the property is certified and the name of the rental agent. To access this information look for "**Lookup Property Information**" at:

www.kalamazoocity.org

Stay in Touch with the City of Kalamazoo!

The City of Kalamazoo is excited to announce the creation an online newsletter! This bi-monthly publication will have articles and information relevant to the City, including news, meeting schedules, agendas, and events.



To sign up, visit:

www.kalamazoocity.org/connect

You can also connect with the City on Facebook at:

www.facebook.com/kzoogov

and on Twitter

@KalamazooCity

making it easier than ever to stay informed and involved in the community!



Graffiti Removal Assistance Available

Property owners who have been the victim of graffiti now have an avenue for help. The core neighborhood associations now have supplies available to remove graffiti, including solvents for brick and masonry surfaces and wipes for glass, metal or other hard surfaces. These supplies are not suitable for painted surfaces. (If it is a painted surface, usually the best course of abatement is to paint over the graffiti.) Residents wishing to participate and utilize the free graffiti removal supplies must sign a waiver and provide before and after photographs. Contact your neighborhood organization for more information.



How to Reach Us...

Community Planning & Development
Code Administration
415 Stockbridge Avenue, Kalamazoo, MI 49001

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 is open 8 a.m. to 4:30 p.m.

Please call the inspection scheduling line 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
Tina Perry	Housing Inspector (Vine, Central Business, S. Westnedge, Milwood)	337-8507
Yvonne Wright	Housing Inspector (Burke Acres, west part Northside, Stuart, Fairmont)	337-8506
Mike Deitz	Housing Inspector (south Edison, Southside)	337-8515
Mike Nelson	Housing Inspector (Campus, Winchell, Oakwood, Westnedge Hill)	337-8447
Jim Graham	Housing Inspector (east Northside, Eastside, north Edison)	337-8165
Karleen Steppenwolf	Rental Registration Coordinator	337-8589
Bob McNutt	Building Official & Code Administration Manager	337-8026
Nancy Hess	Code Compliance II Inspector	337-8553
Rachael Luscomb	Code Compliance II Inspector	337-8212
Becky Gnatuk	Code Compliance II Inspector	337-8567
Marvella Vincent	Code Compliance I Inspector	337-8154
Pete Eldridge	Project Coordinator	337-8806
Bobby Durkee	Zoning Inspector	337-8172
Hannah Hudson	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

Avoid Costly Fees & Enforcement Action

The City of Kalamazoo Code Administration division handles trash nuisance violations. Avoid costly fees and nuisance enforcement by removing unsightly trash, litter and garbage and properly storing trash receptacles on your property. Please note that increased enforcement of City Ordinances may subject property owners to violation notices and subsequent cost recovery fees. Please be sure to share this information with tenants.

- ◆ **Curblawn Nuisances:** Furniture, trash, brush or any other unsightly materials that are placed in the curblawn outside of bulk trash collection are considered a public nuisance and subject to immediate corrective action without notice. Clean-up costs are billed to the property owner of record.
- ◆ **Trash on Private Property:** Keep all litter, trash, junk and debris picked up. Property owners in violation are subject to nuisance violation notices, which have a \$74 cost recovery fee.
- ◆ **Garbage Container Storage:** Garbage and recycling containers must be stored on private property no closer to the street than the front façade of the dwelling. Keep garbage containers sealed at all times. Containers stored in violation of the ordinance are subject to immediate relocation which is billed to the property owner.

- * Know your weekly trash pick up day and only place trash containers recycle bins out the day prior to scheduled pick up.
- * Know your monthly bulk trash pick up day and only place items out for collection the day prior to scheduled pick up.