



## **Policy & Fee Schedule** **Inspection of Residential Rental Units**

1. Owner registers the property with the City. Payment for inspection fees is made payable to City of White Cloud. Mail, online or in-office payment accepted. Payment is due before scheduling your inspection.

2. Owner/Landlord will be contacted by the City's Rental Inspector (John Tow) for an appointment.

3. If landlord voluntarily schedules an appointment for an inspection and the inspection is completed on the day and time scheduled the following fee applies:

Inspection and one re-inspection for 1-4 units:	\$150 per unit
Inspection and one re-inspection for 5-10 units:	\$120 per unit
Inspection and one re-inspection for 11-50 units:	\$90 per unit

4. If landlord does not voluntarily schedule an appointment and complete inspection according to appointment, the following fee applies:

Initial Inspection and 1 re-inspection	\$200 per unit
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5. If landlord fails to register their rental within 60 days of notification, an additional \$50 fee will be added to their initial inspection.

6. Additional inspections required beyond initial inspection and first re-inspection: \$75 per unit

7. If landlord has not paid inspection fees within 60 days of certificate expiration, a \$30 administrative charge will be assessed to landlord/property owner.

\*\*If landlord fails to schedule and complete inspection before certificate expires, inspection fees are doubled\*\*

8. Issuing of Citations:

City issues citations when:

- Landlord fails to register their rental units
- Landlord fails to schedule and obtain an inspection

Rental Inspector issues when:

- Violation is not corrected (in time frame provided)

**NOTE: Unpaid fees can become a lien on the property.**