

Seguin Rental Registration and Inspection Program

Intent of Ordinance

The purpose of the Rental Registration and Inspection Program is to safeguard the life, health, safety, welfare, and property of the occupants and property owners of single-family and multi-family residential rental unit(s) and the general public by:

- Establishing minimum standards and registration requirements for certain residential rental properties in the City and;
- Preventing conditions or deterioration and blight that could adversely impact the quality of life in the City of Seguin.

Proposed Definition of a Residential Rental Unit

Definitions:

- Single-Family rental dwelling – Any single-family dwelling or individual unit of a two-family dwelling which is rented, leased, or otherwise occupied by a person other than the owner and not related to said owner.
- Multi-Family rental building – A residential building containing three or more attached units available for rental. An apartment complex can consist of multiple rental buildings.

Codes needed for establishing ordinance

The proposed ordinance can be established using codes currently adopted by Council:

- International Property Maintenance Code (IPMC);
- International Building Codes

Current Process vs Proposed Process

Current process does not inspect all residential rental structures. Staff only inspect on the following for basic life safety items:

- Manufactured housing rental units with a change in tenant
- Residential structures with utility disconnection of 12 months or more
- Complaints from tenants are investigated when received- they must be current on rent, have notified their landlord of said complaint, and allowed for a reasonable amount of time to resolve it)

Proposed process to include, but not limited to the following:

- Application and Registration
- Inspection – exterior and interior components and triggers for inspections
- Re-inspection
- Disconnection of utilities
- Non-compliant issues, fines, citations, appeals, etc.

Number of Rental units

Rental Type	Number of Properties	Number of Units
Apartment Complexes	25	1768
Condominium	1	22*
Quadplexes	34	146
Mixed units (combination of rental types)	42	153
Manufactured Home Parks	16	374*
Duplexes	62	213
Single-Family	1457	1461
	Total	4137 possible

* Some units/manufactured homes may be owner occupied

Possible Exemptions

New Constructions – rental units newer than 5 years. Would exempt two apartment complexes (Walnut Grove and Oak Hollow Phase 2 – excludes 212 units)

Housing Authority Apartment complexes – regulated by US Department of Housing and Urban Development. Excludes 6 properties with 286 rental units.

Adjusted for possible exemptions

Rental Type	Number of Properties	Number of Units
Apartment Complexes	25 17	1768 1270

Program Costs

Primary staff requirements – Rental Inspector and Administrative Assistant

Additional staff time – Planning Director, Building Official and Building Inspectors, City Attorney, Citizen’s Relation Coordinator, Utility billing staff, Senior Planner, Environmental Health Inspector

Annual expenses to include, but not limited to the following: vehicle maintenance and fueling costs, office equipment and supplies, training costs, uniforms

Program Fees

Proposed fees to landlords will include annual registration, penalties for not registering, fees for re-inspections, and possible fines for non-compliance.

Examples of Complaints

- Overflowing dumpsters at apartment complexes
- Wastewater, plumbing and electrical issues
- Tenant hoarding and other environmental nuisances (junked vehicles, unkempt yards)
- Large piles of debris left by tenant changes and evictions
- Zoning violations (renting out rooms, renting out accessory structures, no utilities)
- Rodents and other pest infestations
- Structure issues (leaky roofs, broken windows, no heating)



Overflowing dumpsters –
change in tenants or evictions



Electric fire

Plumbing issues





Debris on rental property – tenant change or eviction



Environmental Nuisances – weedy lots,
Junked vehicles



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No utilities – extension cords to accessory structures

