



Dear Property Owner:

The City of Scottville has adopted a City Ordinance 2018-02 (Chapter 154) to establish a Residential Rental Inspection Program in an effort to improve the rental housing market within the City limits. You are receiving this letter because you have been identified as an owner of what appears to be a rental property within the City. If your property is not a rental, please sign the attached rental registration form and return it to City Hall.

Property owners who have rental property within the city will be required to register their property with the City. A registration form is included as an attachment, which must be returned to the Rental Inspector at City Hall by January 31st, 2024. Failure to register rental property will result in a \$500 per unit fee.

Following registration, the City will contact you to schedule an initial inspection. Initial inspection of all dwelling units will be conducted to determine if the dwelling units are in compliance with the approved International Property Maintenance Code, Scottville City Code and all other related codes. Once the unit has been found compliant, a Certificate of Compliance will be issued. Thereafter, properties will be registered once every three (3) years, or with change in ownership, at least thirty days prior to the expiration date.

We have attached a general guideline for rental property inspections. If you own rental property and know there are areas of non-compliance, we ask you to voluntarily address them before the initial inspection.

If you have additional questions, please feel free to call Rental Inspector, Steve Spangler, at City Hall at 231-757-4729, ext. 107.

Thank you for your cooperation.

City of Scottville



Please Select One: New Registration Renewal Transfer of Ownership

OWNER INFORMATION (PLEASE PRINT)

Name of Owner: _____

Address: _____

Phone # _____ Cell # _____ email address: _____

PROPERTY MANAGER INFORMATION (if applicable)

Name of Property Manager: _____

Address: _____

Phone# _____ Cell# _____ email: _____

This rental property is inspected by: HUD MSHDA

RENTAL INFORMATION

Property Address	Number of Units	Mailing Address of Units (Unit #)	Notes

FEE CALCULATIONS: Total number of units _____ X \$75 per unit = \$_____. I, the undersigned, do hereby attest to the truth and accuracy of the information contained in this application and understand that falsification of this application may result in application denial. I do hereby grant the City of Scottville permission to conduct any and all inspections required and affirm that all tenants of the subject property will be informed of required and scheduled inspections.

Signature of Owner/Agent: _____ Date: _____

PLEASE MAKE CHECKS PAYABLE TO City of Scottville

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**CITY OF SCOTTVILLE
RESOLUTION TO ESTABLISH FEE SCHEDULE FOR RESIDENTIAL RENTAL
INSPECTION PROGRAM**

RESOLUTION NO. 23-

WHEREAS, the Scottville City Commission to adopted a Residential Rental Inspection Ordinance on September 4th 2018, and;

WHEREAS, Section 154.07 of the Residential Rental Inspection Ordinance call for the fees to be established by Resolution, and;

WHEREAS, the Scottville City Commission sought proposals from companies to administer the Residential Rental Inspection Program, and;

WHEREAS, the Finance/Ordinance Committee met to review the proposals and it was their recommendation to approve the contract with SAFEbuilt Michigan, LLC, and;

WHEREAS, the Scottville City Commission approved the contract with SAFEbuilt Michigan, LLC at their May 22nd, 2023 meeting, and;

WHEREAS, the rental fee structure was previously approved by Resolution 18-123 is being updated to the following:

Registration Fee:	\$75
Inspection Fee:	\$150
Re-Inspection Fee:	\$150
Missed/Broken Inspection Fee:	\$150
Other (Court, misc.)	\$150

NOW, THEREFORE, BE IT RESOLVED, that the Scottville City Commission establishes the above fee schedule and such fees are to be payable to City of Scottville.

The above resolution was moved for adoption by Commissioner _____ and seconded by Commissioner _____

The motion for adoption received the following vote:

YES:

NO:

ABSENT:

I certify that the forgoing is a true and complete copy of a Resolution adopted by the City Commission of the City of Scottville at its 1557th Regular Meeting held Monday, November 27th, 2023.

Kelse Lester
City Clerk

CITY OF SCOTTVILLE
COUNTY OF MASON, MICHIGAN

At a regular meeting of the City Commission of the City of Scottville held at the Scottville City Hall, 105 Main Street, Scottville, Michigan, within the City, on 8th day of January 2024, at 6:00 p.m. Local Time.

PRESENT: Members: _____

ABSENT: Members: _____

The following Ordinance was offered by Commissioner _____ and was supported by Commissioner _____:

ORDINANCE NO. 23-04

AN ORDINANCE TO AMEND CHAPTER 154 TO TITLE XV OF THE CODE OF ORDINANCES OF THE CITY OF SCOTTVILLE - THE RESIDENTIAL RENTAL PROPERTY REGULATIONS

THE CITY OF SCOTTVILLE ORDAINS:

Section 1. Amendment of Chapter 154 of Title XV of the City of Scottville Code of Ordinances. Title XV, Chapter 154 of the City of Scottville Code of Ordinances (the “City Code”) is hereby amended in its entirety to read as follows:

Sec. 154.01. Purpose.

The purposes of this chapter are to establish minimum standards for dwellings offered for rent or lease, to authorize inspections of such dwellings, to establish certain responsibilities and duties of landlords and occupants essential to make such dwellings safe, sanitary, and fit for human habitation, provide for registration with the Building Inspector, to require a certificate of compliance issued by the Building Inspector and to designate penalties for violations of this chapter.

Sec. 154.02. Definitions.

- (a) “Boarding House” shall be as defined in the Scottville Zoning Ordinance.
- (b) “Building Inspector” means the Scottville City Manager or his or her designee in writing.

- (c) “Certificate of Compliance” means a document issued by the Building Inspector stating the dwelling has passed inspection and complies with local codes and requirements.
- (d) “Dwelling” means any house, room, boarding house or apartment, which is wholly or partially used or intended to be used for living, sleeping, cooking and eating. Hotels, motels, bed & breakfasts, and resorts shall not be defined as dwellings for the purposes of this chapter.
- (e) “Fee” means a fee determined from time to time by Commission resolution. A fee shall be charged each time the Building Inspector makes an on-site inspection of any dwelling that comes within the meaning of this chapter.
- (f) “Landlord” means any person, firm, partnership, association, corporation, company or organization of any kind owning or offering for rent or lease any dwelling or dwelling unit within the City.
- (g) “Scottville Property Maintenance Code” shall be the Scottville Property Maintenance Code, Chapter 151, as amended.
- (h) “Parcel” means a tract of land identified by a single parcel identification number on the property tax rolls of the City.
- (i) “Rental Dwelling” means any dwelling which is rented, leased or offered for rent or lease within the City.
- (j) “Rental Dwelling Unit” means a portion of a rental dwelling for an individual, couple, a single family, or other living unit.
- (k) “Transfer of Ownership” means the conveyance of title to or a present interest in property, including the beneficial use of property, the value of which is substantially equal to the value of the fee interest.

Sec. 154.03. Minimum Standards for Rental Dwellings

The minimum standards for any rental dwelling maintenance shall be those contained in the Scottville Property Maintenance Code as adopted by the City of Scottville.

Sec. 154.04. Registration of Rental Dwellings

- (a) All rental dwellings shall be registered with the City by the owner.
- (b) All rental dwellings existing as of the effective date of this Ordinance shall be registered no later than March 1st, 2024.

- (c) The landlord of a new rental dwelling or of any dwelling newly converted to a rental dwelling shall register the rental dwelling before allowing occupancy of any new units.
- (d) Upon a transfer of ownership of a rental dwelling, the new owner of rental dwellings already registered with the City shall re-register within sixty (60) days of assuming ownership.
- (e) A landlord shall re-register the dwelling every three (3) years or if the landlord adds any additional dwelling units in or to the rental dwelling.
- (f) Failure of the landlord to register his or her rented or leased dwelling is a violation of this ordinance, and in addition the landlord shall be subject to a non-- registration fee of \$500 for each unit not timely registered.
- (g) It is a violation of this ordinance for any landlord to rent any dwelling or dwelling unit that is not registered.

Sec. 154.05. Certificate of Compliance

- (a) Every rental dwelling within the City of Scottville must receive a certificate of compliance. Such certificate shall be issued upon passing an inspection or, in the case of newly constructed rental dwelling units meeting current building code requirements, upon issuance of a certificate of occupancy by the Mason County Building Department and registration of the newly constructed rental dwelling units. A certificate of compliance issued in connection with new construction shall be valid for three years.
- (b) Such certificate of compliance must be displayed in the rental dwelling unit and made available to any tenant upon request. Such certificate of compliance must be renewed in accordance with the schedule for inspections as provided in section 154.06.
- (c) Displaying a certificate of compliance in a non-inspected or non-compliant rental unit shall be a violation of this ordinance.
- (d) Sec. 154.06. Inspections by building inspector before permit issuance
- (e) The Building Inspector or his or her agent shall make the necessary inspections required for the purposes of enforcing this chapter. The landlord, any tenants, and such other individuals as designated by the Building Inspector may be present during any inspection. The Building Inspector shall determine if the dwelling meets the minimum standards set forth in the Scottville International Property Maintenance Code.
- (f) Inspections will be conducted on an annual cycle.

- (g) The Building Inspector shall establish an inspection schedule. Notice shall be mailed to each landlord at least 30 calendar days before the scheduled inspection. It shall be the responsibility of the landlord to notify and make arrangements with any tenants for access to the dwelling or rental unit for purposes of conducting the inspection. If the inspection as scheduled creates undue hardship, the inspection can be rescheduled by notifying the building inspector at least 24 hours before scheduled inspection.
- (h) After the year of inspections, all rental dwelling units that have been inspected must have certificates of compliance before occupancy of a rental dwelling unit.
- (i) Nothing in this Ordinance shall prevent the Building Inspector from making additional inspections either based upon complaints, referrals from other governmental agencies, or otherwise, to enforce the Scottville International Property Maintenance Code or other applicable laws, ordinances or regulations. Upon receiving a complaint, the Building Inspector shall notify the landlord of the nature of the complaint and shall provide the landlord a reasonable opportunity to resolve the complaint before scheduling an inspection. All complaints from tenants shall be in writing. If a tenant submits a written complaint regarding the condition of the tenant's rental dwelling unit, the tenant shall pay the City the appropriate inspection fee prior to the Building Inspector inspecting the rental dwelling unit.
- (j) In the event that the Building Inspector finds violations of the Scottville International Property Maintenance Code, the Building Inspector shall make re-inspections to ensure compliance.
- (k) Any person directly affected by a decision or determination of the Building Inspector, or any notice or order issued by the Building Inspector may appeal to the board of appeals in accordance with Section 111 of the Scottville Property Maintenance Code.

Sec. 154.07. Fees

There shall be imposed, pursuant to these sections, various fees as established from time to time by the City Commission by resolution.

Sec. 154.08. Additional inspections

If the Building Inspector finds that there is reasonable cause to believe that additional inspections are necessary, for which the Building Inspector is not qualified to inspect, such as mechanical, plumbing or electrical inspections, the Building Inspector may require the landlord to have such additional inspections at the landlord's expense and to provide the Building Inspector with proof that such identified items are not in violation of any applicable codes, or with proof that such items have been repaired so that they comply with such codes.

Sec. 154.09. Penalty

Any person who violates any provision of this ordinance, including failure of a landlord to register a rental dwelling, failure or refusal to allow an inspection or re-inspection, failure to pay any fee required or failure to obtain an additional inspection and provide proof of compliance with applicable codes, shall be guilty of a municipal civil infraction as provided in Section 10.99 of the City Code. The Building Inspector or any other City employee or official designated by the City Manager, in writing, is authorized to issue citations for violations of this chapter. Section 2.

Section 2. Severability. The terms and provisions of this Ordinance shall be deemed to be severable, and should any section, clause or provision hereof be declared to be invalid, the same shall not affect the validity of any other section, clause, or provision of the ordinance, if the same may be given effect without the provisions thus declared to be invalid.

Section 3. Repeal. All resolutions or ordinances, and parts thereof including, but not limited to Ordinance 2018-02, which are in conflict, in whole or in part, with any of the provisions of this Ordinance are hereby repealed.

Section 4. Effective Date; Publication. This Ordinance shall become effective fifteen days after its adoption, but not before its publication pursuant to Section 7.18 of the City Charter, by making copies of the Ordinance available for inspection by, and distribution to, the public and by publishing notice of the printing and availability before the effective date herein.

The vote to adopt this Ordinance was as follows:

YEAS: Members: _____

NAYS: Members: _____

ABSTAIN: Members: _____

THE ORDINANCE IS DECLARED TO BE DULY ADOPTED.

Kelse Lester, Clerk
City of Scottville

STATE OF MICHIGAN)
) ss.
COUNTY OF MASON)

I, the undersigned, the duly qualified and acting Clerk of the City of Scottville, Mason County, Michigan, do hereby certify that the foregoing is a true and copy of an ordinance adopted by the City Commission at a regular meeting on the 8th day of January 2024, the original of which is on file in my office. Public notice of said meeting was given pursuant to and in compliance with Act No. 267, Public Acts of Michigan, 1976, as amended, including in the case of a special or rescheduled meeting, notice by posting at least eighteen (18) hours prior to the time set for the meeting.

IN WITNESS WHEREOF, I have hereto affixed my official signature on this ___ day of January 2024.

Kelse Lester, Clerk
City of Scottville

Ordinance introduced: November 27, 2023
Description published:
Ordinance adopted:
Ordinance effective: