

Department of Public Works
Timothy P. Harr, Director

December 19, 2013

RE: Edwardsville Safe Housing Program

Dear Property Owner,

As you may have heard, the City of Edwardsville recently adopted an Ordinance establishing a Rental Registration and Inspection Program. A copy of this Ordinance is available on the City of Edwardsville website www.cityofedwardsville.com.

Our purpose for this program is to ensure safe suitable housing in our neighborhoods. The regular collection and maintenance of accurate, up-to-date information about residential rental properties and the identification of responsible persons will assist the City to ensure safety and compliance with relevant property maintenance and life safety codes.

The program allows the City to inspect rental units and address Health Hazards, Fire and Life-Safety Code violations and ensure that residents are living in safe, habitable conditions.

The primary focus of the inspections is life and safety issues, such as missing smoke detectors and blocked emergency exits. However, other important habitability concerns are also addressed, including poor ventilation, mold growth and inadequate heating.

Our records indicate that you currently have Rental Property in the City limits of Edwardsville. This program requires mandatory registration of all residential rental property in the City limits on an annual basis. The property owner or manager shall register their property with the City Clerk's office by January 1st of each year accompanying the applicable registration/inspection fees as outlined in this letter.

This requirement applies to all residential rental categories, including single-family homes, duplexes and apartment complexes. The annual fee is based on the total number of residential rental units on a property:

<u>Structure</u>	<u>Annual Fee</u>
Single Family/Mobile Home – Per Building	\$40.00
Duplexes – Per Building	\$60.00
Multi-Family (3+ Units) – Per Unit	\$25.00
Late Registration	\$250.00
1 st Re-Inspection	\$50.00
Subsequent Re-Inspection(s)	\$250.00

If you have not registered your property, please complete the attached Registration Form and mail to:

City of Edwardsville
City Clerk's Office
118 Hillsboro Avenue
Edwardsville, IL 62025
Attn: Rental Registration

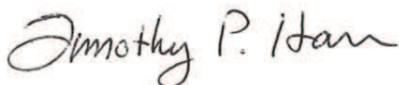
Please note that payment must be made at the time of registration.

Feel free to duplicate the Registration Form if you have multiple locations. If you would like to directly type and save your information in the form, a Word Document is available for your use. Please contact Denise Thibault at rentalregistration@cityofedwardsville.com and request a Registration Form to be emailed or call directly at 618-692-2331 Monday – Friday from 8:00 a.m. to 5:00 p.m.

We would be happy to meet with you and go over any questions or concerns that you may have.

We appreciate your cooperation.

Sincerely,



Timothy P. Harr, Director

TPH/dlt

Attachment: Rental Property Registration Form

cc: File