

# BI-ANNUAL RENTAL PROPERTY REGISTRATION PROCESS

AUGUST 24, 2022



TOWN OF  
GEORGETOWN

## AGENDA

- Greeting and introductions
- Most Common Violations
- Highlights of Town Code Chapter 167 – Residential Rental Properties
- License Renewal and Inspection Requirement Process
- Available Resources
- Questions

## **MOST COMMON VIOLATIONS**

### **TRASH AND DETRIMENTAL OBJECTS 168-18**

- Includes but is not limited to old tires, car parts and related equipment, rubbish, garbage, trash, organic waste, inorganic waste, household furniture, appliances and other obvious junk or salvage, which can endanger the public safety, fire safety, and/or create an environment for rodent infestation.

## TRASH AND DETRIMENTAL OBJECTS



Overflowing trash/recycling  
containers

Additional containers can be  
ordered at an additional cost

## TRASH AND DETRIMENTAL OBJECTS



Scrap Tires  
Collect stagnant water



Mattresses  
Attractive to rodents as nesting

## TRASH AND DETRIMENTAL OBJECTS



Old Appliances

## UNREGISTERED VEHICLES 212-5

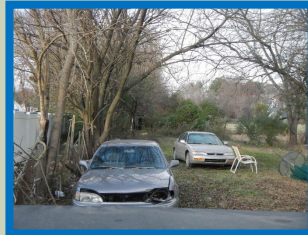
- In the Town of Georgetown, no person shall park, store, leave or permit the parking of any wrecked, dismantled, inoperable or unregistered vehicle of any kind on private property in excess of 15 days.

### **EXCEPTIONS**

#### **212-5-B**

- This section does not apply to:
  - **(1)** Any vehicle enclosed within a building or fence on private property so that it is not visible from the street.
  - **(2)** Any vehicle held in connection with a business, lawfully licensed by the Town, for the servicing and repair of such vehicles; providing that any vehicle being repaired shall not remain on the property and be visible to the public in excess of 30 days. The business conducting the repairs must be in an appropriate business zone pursuant to Chapter **230**, Zoning.

## UNREGISTERED VEHICLES



**COMMON YARD  
VIOLATIONS  
165 – 4 THRU 6.3**

## HEIGHT OF GRASS, WEEDS, MAINTENANCE OF TREES AND SIDEWALKS

- To maintain a healthy, safe and attractive community, grass height shall not be more than eight (8) inches in height.
- Additionally, grass clippings are not to be blown onto any streets, alleys, or public roads.
- Trees are required to be trimmed so as not to block roads, sidewalks or traffic signals.
- For the safety of pedestrians, sidewalks are to be cleared of sand, leaves, dirt, grass and weeds.
- Please consult with our Code Enforcement Officers for more information (302) 856-6613

## HEIGHT OF GRASS



## PROHIBITED ANIMALS 52-8

It is unlawful to keep or permit to be kept upon any property within the Town of Georgetown any swine, cows, bulls, sheep, poultry, fowl, chickens or rabbits or any other farm animal, unless these animals are kept in conjunction with a legitimate farming operation or within an area zoned AR-1 (Agricultural District).

## PROHIBITED ANIMALS 52-8



## ADDRESSING OF BUILDINGS 116-47



- It shall be the duty of each owner place on their property, in a place near the main entrance, clearly visible from the street and in a contrasting color with the building or structure, numbers which shall be a minimum of three inches (3") high showing the Town-approved street numbers of the building or structure.

## VEHICLE PARKING 215-3



No vehicle is allowed to be parked upon any sidewalk, crosswalk, street intersection, public or private lawn, curb or drainage course

## EXTERIOR STRUCTURES 116-31

- The exterior of a structure shall be maintained structurally sound and sanitary so as not to pose a threat to the health and safety of the occupants and to protect the occupants from the elements.
- This includes all wood and metal surfaces such as window frames, doors, door frames, cornices, porches, walls, roofs and trim. Peeling, flaking, and chipped paint must be removed, and surfaces repainted.

## WINDOWS



## EXTERIORS

Paint



Rails



## INTERIOR STRUCTURES 116-47

The interior of a structure and its equipment shall be maintained structurally sound and in a sanitary condition so as not to pose a threat to the health and safety of the occupants and to protect the occupants from the environment.

## FIRE SAFETY

### Smoke Detection and other Safety Devices



- Each rental property shall be equipped with functioning smoke detection devices including carbon monoxide detection and other safety devices required by the Delaware Office of the State Fire Marshal.

## UNSAFE CONDITIONS

### Holes in Flooring



### Electrical Hazards



## HEALTH AND SAFETY

**Pest Infestation**



**Non-Functional  
Mechanical Systems**



## HIGHLIGHTS CHAPTER 167

RESIDENTIAL RENTAL PROPERTIES

## RESIDENTIAL RENTAL PROPERTIES

### 167

#### Article I. Purpose, Definitions, and Exceptions § 167-1. Purpose.

- **HISTORY: Adopted by the Town Council of the Town of Georgetown 2-28-2022 by Ord. No. 2022-01. Amendments noted where applicable.]**

The purpose of this chapter is to:

- A. Ensure public health, safety and welfare of occupants of rental units/properties, their occupants and surrounding properties;
- B. Establish minimum standards and procedures governing the maintenance and conditions of all rental dwelling unit properties; and
- C. Provide an organized inspection program and schedule that achieves the above objectives.

#### § 167-2. Definitions.

- **RENTAL DWELLING UNIT (RDU)**

**A single unit providing living facilities for one or more natural persons that has permanent provisions for living, sleeping, and sanitation, and is rented or available to tenants. Leasing or allowing occupancy usage of a rental dwelling unit may occur, either directly or by an agent, for consideration of value, including personal services, paid or tendered to or for the use or benefit of the lessor.**

## RESIDENTIAL RENTAL PROPERTIES

### 167

#### § 167-3. Exceptions.

- All rental dwelling units shall be subject to the requirements of this chapter, except for the following:

**A.** Rental dwelling unit for transient lodging, including hotels, motels, inns, and tourist homes.

**B.** Rental dwelling units in a state licensed hospital, hospice, community care facility or nursing home; convent, monastery, or other facility occupied exclusively by members of a religious order; on-campus fraternity or sorority houses; or on-campus housing accommodations owned, operated, or managed by an institution of higher education or secondary school for occupancy by its students.

**C.** Rental dwelling units that are owned, operated by, or receive funding or subsidies from federal, state, or local government entities and are inspected by a governmental entity at least once every five years.

**D. Rental units exceeding 30 units with full-time property managers on-site, provided that they shall share their inspection protocols and the frequency of their inspections with the Town Manager or his/her designee. The Town Manager or designee shall request that the property manager submit an annual summary of the findings of these inspections.**

## RESIDENTIAL RENTAL PROPERTIES 167

### Article II. Certification, License, and Fees § 167-4. Certification and application.

No annual license for a rental dwelling unit (RDU) shall be issued under this chapter unless the applicant shall certify in writing, on a form prepared by the Town, that:

- A.** Each such RDU has a functioning smoke detection device and those other safety devices required by the Delaware Office of the State Fire Marshal.
- B.** The number and occupancy of people per unit or building is in compliance with the Town's Housing Code, Building Code and Zoning Ordinance. *Note: See Ch. 116, Housing Standards; Ch. 61, Building Construction; and Ch. 230, Zoning, respectively.*
- C.** The license holder shall maintain the appearances of the dwelling, parking area and grounds.
- D.** The license holder or applicant avers that the unit meets the current applicable federal and state laws and local ordinances, including but not limited to the Building Code, Zoning Ordinance, Housing Code, and other health and safety and fire codes applicable within the Town of Georgetown.

### § 167-6. License Information; display.

- **Each rental license shall include the name and address of the owner; address of the property; email and phone number of owner and property manager; and shall note the maximum number of residents that can occupy the property. The license shall display the phone number of the Town Code Enforcement Officer for the registration of any complaints regarding the property. This notice shall be in English and Spanish. The license shall be displayed on an interior surface nearest to the main source of entry.**

## RESIDENTIAL RENTAL PROPERTIES 167

### Article III. Biennial Inspections, Authorization, Timing, Removal, and Suspension § 167-11. Authorization to conduct inspections.

- A.** The Town Manager or his/her designee (Code Enforcement Officer or third-party inspector) is authorized to conduct inspections to ensure compliance with all provisions of this Code.
- B.** Unoccupied dwellings. The inspector shall have the right of entry at any reasonable hour upon the premises. The inspector shall have the authority to inspect all unoccupied rental dwelling units upon giving 24 hours' notice to the owner, landlord or property manager.
- C.** Occupied dwellings. The inspector will have the authority to inspect any occupied rental dwelling unit upon 48 hours' notice, or with immediate notice at any time when, upon reliable information, the inspector has reason to believe that violations of this Code or state law exist which could constitute serious threats to life, safety, health, or property.

### § 167-12. Inspection timing.

- A.** Schedule for biennial inspections.

**1.** Inspections of all rental dwelling units will be performed biennially based on the ward in which the RDU is located.

**2.** More frequent inspections can occur if the authorized inspector determines that an immediate or imminent danger may exist that poses a risk to the health and safety of the tenants.

**3.** All properties are subject to biennial inspection as assigned by ward. Wards 1 & 3: odd years.; Wards 2 & 4: even years.

## BI-ANNUAL INSPECTION PROCESS & LICENSE RENEWAL

### INSPECTION PROCESS AND LICENSE RENEWAL

- All owners will be notified by mail of their required annual license renewal in the Fall of each year.
- Owners of properties in appropriate Wards will be reminded of their upcoming bi-annual inspection requirement effective with all 2023 renewals.
- Wards 1 & 3: odd years.;
- Wards 2 & 4: even years.

## INSPECTION PROCESS AND LICENSE RENEWAL

- Owners with properties requiring bi-annual inspections will contact First State Inspection Agency directly to schedule (302) 422-3859 or [inspections@firststateinspection.com](mailto:inspections@firststateinspection.com)
- Inspections **MUST** be scheduled or completed with the authorized inspection agency and annual renewal forms must be complete and returned to the Planning Department no later than December 31 of each applicable year.

## INSPECTION PROCESS AND LICENSE RENEWAL

- Payment of \$85 for the required bi-annual inspection will be paid directly to First State Inspection Agency.
- Any required re-inspections will be \$55 each and will also be paid directly to First State Inspection Agency.
- The \$65 annual license renewal fee will be due and payable to the Town of Georgetown with submission of the renewal forms.

## INSPECTION PROCESS AND LICENSE RENEWAL

- Properties not required to have a bi-annual inspection that year **are** required to submit the annual license renewal application to the Planning Department by December 31st.
- The annual license renewal fee of \$65 will be due upon submission of the renewal application at which time your license will be issued.

## ADDITIONAL RESOURCES

- **Town of Georgetown Housing Inspection Form – available at:**  
[www.georgetowndel.com](http://www.georgetowndel.com) – (Forms & Applications -> Business, Forms & Documents -> Rental License Housing Inspection Forms)
- **Code of the Town of Georgetown, Chapters 167 – Residential Rental Properties, 116 – Housing Standards and 165 – Property Maintenance – available at:** [www.georgetowndel.com](http://www.georgetowndel.com) – (Town Codes -> Town Code -> Chapter 116, 165 and 167)
- **State of Delaware Smoke Detector Law**  
<https://statefiremarshal.delaware.gov/special-programs/smoke-detectors/>
- **State of Delaware Carbon Monoxide Detector Law**  
<https://statefiremarshal.delaware.gov/special-programs/carbon-monoxide-detectors/>
- Hard copies available upon request

## QUESTIONS?

■ Additional Questions