

# City of Hancock Residential Rental Code

## Frequently Asked Questions

### 1. What is the Residential Rental Property Ordinance 306/307?

The Residential Rental Property Ordinance was established by the City of Hancock City Council in 2020 to ensure that all rental housing in the City of Hancock is safe and meet basic housing maintenance requirements. Rental property owners in the City of Hancock must register their properties with the City. Inspectors will make sure all registered properties comply with minimum housing and safety standards at least once every 3 years. The program will benefit City of Hancock residents by:

- Preserving neighborhoods and quality of life
- Educating property owners, inspectors, and renters about the City of Hancock standards and encouraging proper maintenance of rental housing
- Ensuring all rental properties meet the same minimum standards through periodic inspections
- Creating clear communication methods between rental property owners and the City in the event of emergencies

### 2. What types of rentals need to be registered with the City of Hancock?

Rental properties (with a few exceptions) must be registered with the City of Hancock. This includes multi-family apartment buildings, single family homes for rent, boarding houses, and short-term rentals. There are some exceptions such as hotels, nursing homes, religious housing, government housing, or emergency housing. If you are unsure of your property's applicability with the program, call the City Hall at 906-482-2720.

### 3. How do I register my property?

Rental registration and renewals are accepted by mailed-in paper application, and in person at Hancock City Hall, 399 Quincy Street. Self-Inspection certification or a physical inspection are required every year.

### 4. What does it cost to register my property?

At the time of your initial registration there is a \$250.00 onetime administration fee for each property. There is an annual fee that needs to be submitted by June 30<sup>th</sup> of each year.

Administration (One Time Fee):	\$250.00
Annual Fee:	\$100.00 to \$300.00
*Minimum of \$100 or \$30 per unit with a maximum of \$300	
Re-Inspection Fee (Follow-ups/No Show):	\$ 50.00
Rental Code Board of Appeals Docket Fee:	\$ 10.00

### 5. Do I need to renew my registration?

Your rental registration is valid for one year and must be renewed at the end of each year. The renewal process requires property owners to verify or update rental property information, complete a Rental Property Health and

Safety self-certification to meet minimum housing standards, and pay the annual fee. The City of Hancock will send out reminder letters and emails as each property's renewal due date approaches.

**6. When will my property be inspected? How often will my property be inspected?**

All properties, but not all units, will be inspected at least once every three years after they register.

The City of Hancock Inspector will issue a notice of inspection to the owner in advance of the required inspection. The property owner will have at least a 30-day window to complete the inspection. Property owners will receive a City of Hancock Rental License after the property passes the Residential Property Health & Safety Checklist.

**7. What is a self-certification inspection?**

All registered rental properties need to complete a Rental Property Health & Safety Self Certification Checklist and submit it with the completed Rental Housing and Registration Form. Self-certification will be completed in years when the City of Hancock inspections are not required.

**8. What are the criteria being used for inspections? What are you looking for?**

The items which are being evaluated in the inspection are detailed on the Residential Property Health & Safety Checklist. The checklist can be found on the website at [www.Cityofhancock.com/rentals](http://www.Cityofhancock.com/rentals).

**9. What if I fail an inspection?**

If an inspection fails a maintenance checklist item, this item must be repaired to meet the inspection requirement and a reinspection will also be required. The City of Hancock will work with the property owner on a timeline for the repairs to be completed.

**10. I have a vacation rental. Do I need to register?**

Vacation rentals/ Short Term Rentals must register under the Residential Rental Property Ordinance 306 & 307.

**11. Can you have residential rental units on the ground level in a business district?**

Residential dwelling units may be permitted in the B-2 and B-3 District provided they shall be:

- Existing dwelling units,
- Efficiency or one-bedroom units
- Located above ground level stories, and
- Completely separate from any business use in terms of off-street parking and/or entrances, and
- In conformance with the parking requirements.

**12. Can you have more than 3 unrelated people in a rental property in R-1?**

There is a limit of 3 unrelated tenants for units in R-1 zoning district. Ex) A 4 bedroom home in a R-1 zoning district would be limited to 3 unrelated tenants.

