

PRIORITY CATEGORY POLICY GUIDESHEET

Basis used to designate a property owner or agent as “Priority Category”

A property owner or agent will be designated as “Priority Category” when in a twelve (12) month period, the property owner or agent has had three (3) instances of any of the following occurrences:

- Suspension of License(s)
- Failure to perform criminal background check
- Revocation of Rental License(s)
- Prolonged failure to comply with orders
- Issuance of citation(s) for property maintenance code violations

Notice

Notice of the designation must be provided to the designee in writing with a description of the basis for the designation and must inform the designee of all appeal rights and that failure to appeal will constitute a waiver of all rights to an appeal

Inspection of properties owned by priority category

Inspection requirements for properties owned/operated by a priority category owner/manager will be determined by the Housing & Community Development Department Director with input from the Licensing & Inspections Supervisor. Notices of inspection will be provided to the priority category designee along with an overall inspection/compliance plan.

Designation status	REMOVAL OF PRIORITY CATEGORY DESIGNATION	PRIORITY CATEGORY - EXTENDED MONITORING PERIOD	PRIORITY CATEGORY DESIGNATION -
PRIORITY CATEGORY DESIGNATION STATUS	After a minimum of two years of intensive monitoring and a minimum of 5 years of self-inspections and reporting or 7 years after designation, a priority category may appeal to the Housing Board of Appeals to have the designation removed.	For five (5) years following the designation, the property owner will be required to perform annual self-inspections of all properties owned/managed. Documentation of self-inspections including results must be provided each year along with the rental license renewal. Failure to submit required self-inspection documentation will result in municipal infractions and re-setting priority category designation.	An intensive property assessment will be performed by staff and a plan of action with inspection schedule will be determined following the designation. The priority category designation will remain in effect for a minimum of two (2) years following the designation.
RESTRICTIONS PLACED ON OWNER/MANAGER WHILE IN STATUS	No restrictions	Application for rental licenses will require approval from the Housing Code Official. The Code Official may reject an application for any legitimate concern. The Board of Appeals has the authority to review rejected applications.	No new rental licenses will be issued to the priority category owner/manager. Properties currently owned by the priority category that are not currently licensed may be licensed if an <i>approved</i> agent is designated.
PRIORITY CATEGORY INSPECTION/PENALTY POLICY	Standard workflow/process	Any citation issued in accordance with Housing Department policies will result in resetting the timeline for priority category designation. The designation cannot be removed until the property owner/manager has not received a citation for property maintenance code violations for 7 consecutive years.	Municipal infraction/Citations will be issued in accordance with Housing Department policies. Any citation issued to a priority category property owner/manager will not be eligible for reduced penalties. A 2 nd /subsequent offense citation will be issued for every re-inspection following a court’s order where any of the ordered repairs are not completed.