



**DATE** (registration due date: Month, Day, and Year)

NAME

ADDRESS

ADDRESS

Rental Property Owner, Operator, Agent:

In 2007, the Oak Ridge City Council adopted a City Ordinance (Title 13 Chapter 5) to establish a Residential Rental Dwelling Unit Inspections Program in an effort to improve the rental housing market within the City. In August 2013, as part of the "Not in Our City" initiative, the existing Manhattan District Overlay (MDO) area was identified as being the geographic region of the city that is now subject to the provisions of this ordinance. **You are receiving this letter because you have been identified as an owner of what appears to be rental property within the boundaries of the MDO.** An informational letter to the tenants of your rental property has also been sent. A color coded map of the MDO area with registration time lines can be found on the City's website.

In the coming months, the City will begin implementation of the Rental Registration Program in your area. **Property owners who have rental property within the MDO will be required to register their property with the City of Oak Ridge. A registration form is included as an attachment, which must be returned to the Community Development Department within sixty-five (65) calendar days from the date of this letter.** Following registration, the Community Development staff, in conjunction with the Oak Ridge Fire Department, may proceed with an initial assessment of dwelling units that are identified as either deteriorated or in the process of deteriorating to determine if the dwelling unit is in compliance with adopted "Property Maintenance Code" (i.e. environmental, housing, building, plumbing, electrical, fire, health and/or related codes). In the event code violations are identified, the City of Oak Ridge will pursue mandatory compliance with these environmental, health and safety codes within specified timeframes depending on severity of violations identified. If there are no violations noted or once the noted code violations have been corrected, a four (4) year "Certificate of Exemption" will be issued. PLEASE NOTE: If your property has received a Certificate of Occupancy within the last four (4) years, a Certificate of Exemption will automatically be issued. If at any time during the exemption period of either case the property becomes in violation of adopted housing codes, the exemption may be revoked if necessary to gain compliance.

No fee will be charged for initial registration or inspections. However, if your rental property is not registered within sixty-five (65) days of this letter or there is a failure to comply with adopted Property Maintenance Code, a penalty of fifty dollars (\$50.00) per day for each violation may be charged. In addition, in the event code violations are identified and the property owner fails to address the violations, there are several options available to the city:

- Meter blocks may be used to prevent utilities from being transferred from the account of one individual to another occupant.
- In the event safety issues have been identified, utility sign-ups may be refused.
- The property owner may be cited to City Court or the Board of Building and Housing Code Appeals.

Attached, please find the following documents:

- Article #13, Chapter #5 Residential Rental Dwelling Unit Inspections
- Rental Inspection Checklist
- Individual Rental Registration Form

In addition, the rental registration form may be accessed on the Oak Ridge City website and submitted at the following e-mail address: [RentalRegistration@oakridgetn.gov](mailto:RentalRegistration@oakridgetn.gov). If you own rental property and know there are areas of non-compliance, we urge you to voluntarily address them during the sixty-five (65) day registration period.

If you have additional questions please feel free to call 865-425-3532.

Sincerely,

Kathryn G. Baldwin  
Community Development Director  
City of Oak Ridge, TN