

To: City of Springdale Landlords

From: Denise Pearce, City Clerk/Treasurer

Re: Registration Forms

Please find Ordinance No. 4049, adopted by the Springdale City Council on April 24, 2007, regarding residential rental property registration. August 24, 2007 will be the effective date for each person to have their rental property registered with the City Clerk's Office.

I am also enclosing a form for you to provide all the information needed by us to register your property with the City of Springdale.

If the owner lives out of state, you will need to fill out an "Owner's Representative Certificate" which is attached to use if needed.

All completed forms need to be mailed or delivered back to the:

City Clerk's Office
Attention: Landlord Registration
201 Spring Street
Springdale, AR 72764

If you have any questions, please do not hesitate to call Yudith at 479-750-8518 or e-mail: ytorres@springdalear.gov

Thank you for your cooperation in this matter.

City of Springdale, Arkansas Residential Landlord Registration

Property Owner

Name: _____
Street Address: _____
Preferred Mailing Address: _____
City: _____ State: _____
Zip Code: _____
Telephone Number: _____ Cell Number: _____

Owner's Representative Required if Property Owner Lives Out of State

Name: _____
Street Address: _____
Preferred Mailing Address: _____
City: _____ State: _____
Zip Code: _____
Telephone Number: _____ Cell Number: _____

Property Manager/Alternate Contact

Name: _____
Street Address: _____
Preferred Mailing Address: _____
City: _____ State: _____
Zip Code: _____
Telephone Number: _____ Cell Number: _____

Residential Rental Property

Name of Property	Street Address	Number of Units
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Signature

Date

City of Springdale, Arkansas
Owner's Representative Certificate

I hereby appoint the individual listed below as my representative, pursuant to the requirements of Chapter 91-57 of the Code of Ordinances for the City of Springdale. Any process, notice, citation or demand required or permitted by law to be served upon me may be served upon my representative named below.

Owner's Representative

Name: _____
Address: _____
City: _____
State & Zip: _____
Phone No. _____

Owner's Name (Printed)

Company Name (if Applicable)

Owner's Street Address

City, State, Zip Code

Owner's Signature

Date

Note: Please return original, signed Certificate to the City Clerk.

That which is underlined is added.

ORDINANCE NO. 4049

**AN ORDINANCE AMENDING CHAPTER 91 OF
THE SPRINGDALE CODE OF ORDINANCES,
THE SAME BEING THE PROPERTY
MAINTENANCE CODE.**

WHEREAS, Chapter 91 of the Code of Ordinances of the City of Springdale, Arkansas, contains the Property Maintenance Code of the City of Springdale, Arkansas, and provides the minimum conditions and the responsibilities of persons for maintenance of structures, equipment and exterior property;

WHEREAS, many properties located in the City of Springdale, Arkansas, are owned by individuals who do not actually reside in the City of Springdale, Arkansas, thereby creating difficulties in communicating with these property owners, and thereby creating delays in abating problems that may exist on these properties;

WHEREAS, Chapter 91 of the Code of Ordinances of the City of Springdale, Arkansas, needs to be amended to clarify that all residential structures in the City of Springdale, Arkansas, which are not owner occupied shall be registered with the City of Springdale, Arkansas; and

WHEREAS, it is in the best interest of the City of Springdale, Arkansas, for the City Council of the City of Springdale, Arkansas, to amend Chapter 91 of the Code of Ordinances of the City of Springdale, Arkansas.

**NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL
FOR THE CITY OF SPRINGDALE, ARKANSAS:**

Section 1: Chapter 91-57 of the Code of Ordinances of the City of Springdale, Arkansas, is hereby amended as follows:

Sec. 91-57. Responsibility.

a) The owner of the premises shall maintain the structures and exterior property in compliance with these requirements, except as otherwise provided for in this code.

b) A person shall not occupy as owner-occupant or permit another person to occupy premises which are not in a sanitary and safe condition and which do not comply with the requirements of this chapter. Occupants of a dwelling unit, rooming unit or housekeeping unit are responsible for keeping in a clean, sanitary and safe condition that part of the dwelling unit, rooming unit, housekeeping unit or premises which they occupy and control.

c) All residential structures in the city which are not owner occupied shall be registered with the City Clerk, and the City Clerk shall maintain the following current information for each property:

(1) Address of property;

(2) Name(s) of property owner(s);

(3) Address of property owner(s). A post office box number shall not be acceptable as an address; however, a preferred mailing address such as a post office box number may be furnished to the clerk in addition to the required street address.

(4) Telephone number of property owner(s); and

(5) Name, address, and telephone number of any property managers or property management firm used by the property owner(s).

d) Owner's Representative Certificate. In addition to the registration requirements provided herein, each out-of-state owner shall be required to obtain an owner's representative certificate issued by the city clerk.

(1) In order to obtain an owner's representative certificate, the out-of-state owner shall provide the owner's name and street address. A post office box number shall not be acceptable as an address; however, a preferred mailing address such as a post office box number may be furnished to the clerk in addition to the required street address. Additionally, the out-of-state owner shall provide the name and street address of a local owner's representative who shall continuously reside within the State of Arkansas who shall be a natural person upon whom legal service can be made on behalf of the out-of-state owner. A post office box number shall not be acceptable as an address; however, a preferred mailing address such as a post office box number may be furnished to the clerk in addition to the required street address.

(2) If the out-of-state owner owns multiple properties within the City of Springdale, the owner may obtain a single owner's representative certificate for all properties by providing the required information concerning each property to the city clerk.

(3) Upon the issuance of an owner's representative certificate by the city clerk, the owner's representative shall be an agent of the out-of-state owner upon whom any process, notice, citation or demand required or permitted by law to be served upon the out-of-state owner may be served. Service shall be accomplished in accordance with the Arkansas Rules for Civil and Criminal Procedure.

e) Rental Operation Permit. Upon the registration of a property with the city clerk, the clerk shall issue a Rental Operation Permit to the owner or to the owner's representative which shall indicate that the owner has complied with the registration requirements of this ordinance. There shall be no fee for the Rental Operation Permit.

f) The owner of any residential structure in the city which is not owner occupied shall be required to update all information required herein, and shall notify the city clerk within thirty (30) days of any changes to the information required herein.

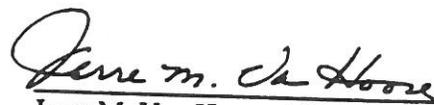
g) Enforcing Authority. The City Clerk, Chief of Police, Code Enforcement, and the Chief Building Official, or their designees, are directed to assure all those subject to the requirements of this chapter comply with such requirements.

h) Any person who shall be convicted of violating any provision of this chapter shall be subject to the provisions of section 1-9 of the Springdale Code of Ordinances. Each day that a violation of this chapter occurs shall constitute a separate offense and shall be punishable as a separate violation.

Section 2: All owners of residential structures in the city which are not owner occupied are required to comply with the provisions of this Ordinance within ninety (90) days of the effective date of this Ordinance.

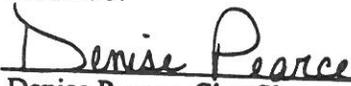
Section 3: All other provisions of Chapter 91 of the Code of Ordinances of the City of Springdale, Arkansas, not specifically modified herein shall remain in full force and effect.

PASSED AND APPROVED this 24th day of April, 2007.



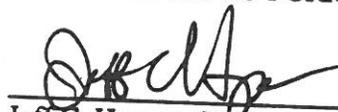
Jerre M. Van Hoose, Mayor

ATTEST:



Denise Pearce, City Clerk

APPROVED AS TO FORM:



Jeff C. Harper, City Attorney