

April 9, 2013

Dear Rental Property Owner:

The City of Cherokee Village includes over 750 rental housing units, comprising almost 25 % of the total housing units in the city. As a rental property owner, you are aware of the special responsibilities that landlords hold in terms of ensuring the safety, health and welfare of the rental residents. This is a responsibility that is shared by the City of Cherokee Village. Proper maintenance and management of rental housing is also critical to maintaining neighborhood character and improving the quality of life for all Cherokee Village residents.

Therefore, after an extensive public review and hearing process, the City of Cherokee Village adopted ORDINANCE NO. 2012-03, Entitled: "AN ORDINANCE PROVIDING FOR THE ESTABLISHMENT OF A RENTAL HOUSING CODE FOR CHEROKEE VILLAGE PURPOSES." The ordinance requires that all rental units be registered with the city starting May 1, 2013 but there will be a 90 day grace period, ending on July 29, 2013, to register all rental properties. The combined fee for the registration and inspection is \$50.00 per unit. If rental unit(s) are not registered within the ninety (90) day period there will be an additional \$150.00 late registration fee assessed to the original registration fee. The program requires that all rental units be inspected by the end of the first year. The timing of inspection will depend upon a number of factors which are outlined in the ordinance. Once inspected, your property will be assigned a classification that will help to determine frequency of future inspections. Rental units that pass the inspection will be placed on a 3 year re-inspection cycle. Rental units that fail the inspection will be placed on an annual cycle.

With this letter, we are enclosing a copy of the Registration Form for your convenience (please feel free to make additional copies if necessary). To review the entire text of the ordinance and its requirements, please go to our website: www.cherokeevillage.org click on COUNCIL (this will take you to the next page) then click on ORDINANCES and scroll to the bottom.

We thank you in advance for your cooperation.

Lloyd Hefley, Mayor

City of Cherokee Village

Enclosure: