

## **City of Little Rock Rental Housing Registration Program**

The City of Little Rock is committed to maintaining the safety and property values of its residential neighborhoods. Appropriate property maintenance is required to provide healthy, safe and sanitary housing to all citizens. As such, the City is implementing an ordinance requiring the registration of rental housing properties.

The Housing and Neighborhood Department has had difficulty in contacting rental property owners or their designated property managers to notify them of the need to correct property management violations. This has hindered the City's ability to resolve property maintenance violations in a timely manner, especially if the need is an emergency.

The registration program will provide an efficient mechanism for accessing sufficient and accurate contact information for notifying rental property owners or their designated property managers of code violations on or in their rental properties, and provides an opportunity to work together for timely correction of such problems.

The ordinance will require that all rental properties be registered with the City and renewed annually. Registration is required for each residential "dwelling unit" that is owned or managed by an agent. A "dwelling unit" shall be defined as any room or group of rooms within a dwelling and forming a single habitable unit with facilities which can be used or intended to be used for living, sleeping, cooking and eating, whether or not such unit is occupied or vacant. Dwelling units consisting of individual single-family houses or condominiums would be considered one dwelling unit. Duplexes would be considered two units, triplexes three, etc.

If the owner or property manager rents or leases three or less dwelling units an annual fee of \$35 is required upon completion of a Business License application and/or a Rental Registration form. The owner or property manager shall list the street address of each rental property on the Rental Registration form. Owners of four or more units shall be required to pay a base amount of \$200 plus a \$7 per unit charge for the first 100 units and \$3.50 for each additional unit. All registrations will be good until December 31st of each year. Failure to register your properties can result in penalties and/or a municipal fine.

### **For More Information**

For questions about the Rental Housing Registration Program, please call the Housing and Neighborhood Department at (501) 371-4849 between 8:00 a.m. and 5:00 p.m., Monday through Friday.