



**January 26, 2018 (Registration Due Date: April 4, 2018)**

RE:

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 owner of record of what appears to be rental property within the boundaries of the MDO. This was determined by identifying property records for which the mailing address of the tax notices does not match the physical address of the dwelling.** IF YOU FEEL THAT YOU HAVE RECEIVED THIS LETTER IN ERROR, PLEASE CALL THE DEPARTMENT AT THE NUMBER BELOW. **For more information on what defines a rental property, please see the list on the back of the letter.** A notification 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 next round of the Rental Registration Program in your area. **Property owners who have rental property within the MDO are required to register their property with the City of Oak Ridge even if you have done so in a previous phase of this project. This is an attempt to keep our records as up-to-date as possible. A registration form that must be returned to the Community Development Department within sixty-five (65) calendar days from the date of this letter is attached.** Once we have received your registration and entered it into our database, you will be emailed a CERTIFICATE OF REGISTRATION. Please maintain this for your records as errors do happen. Following registration, the Community Development staff, in conjunction with the Oak Ridge Fire Department, may proceed with an initial *visual* 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" (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 COMPLIANCE will be issued.

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 assessed. 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, utility sign-ups may be refused, or the property owner may be cited to City Court or to 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 to the following email address: [RentalRegistration@oakridgetn.gov](mailto:RentalRegistration@oakridgetn.gov). You may also register online at <https://form.jotform.com/72903319925158>. 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 or you feel you have received this letter in error, please feel free to call 865-425-3574.

Sincerely,

Handwritten signature of Wayne Blasius.

Wayne Blasius  
Community Development Director  
City of Oak Ridge, TN

Handwritten signature of Spartacus Jordan.

Spartacus Jordan  
Codes Enforcement Division