



CITY OF FOREST PARK

Department of Planning & Community Development
785 Forest Parkway
Forest Park, Georgia 30297
(404) 366-4720

Residential Rental Dwelling Unit Inspection and Maintenance Program FAQ

Why is the program necessary? This program is designed to proactively identify blighted, deteriorated, and substandard rental housing stock and to ensure the rehabilitation or elimination of such housing that does not meet minimum standards. These standards address not only life, health, and safety issues but also the results of deferred or inadequate maintenance.

What defines a property as being a rental property? Rental property includes the following: single-family dwellings, duplexes, apartments, town homes, condominiums, and hotel and motel units which are leased, rented, or occupied by a person or persons other than the owner. This does not include short-term rentals where a residential dwelling unit is provided for lodging for a period of time not to exceed thirty (30) consecutive days.

Are there any exceptions? No.

How does the city determine a property is a rental? The Clayton County Tax Assessor's Office provides the city with ownership information each month. The most recent set of records will be used to determine the rental properties based on the following: 1) The property address is different than the owner's mailing address and/or 2) There is no Homeowners Tax Exemption filed with the Assessor's Office.

Who is responsible for obtaining a business license? The property owner is responsible for completing the business license application annually and maintaining a business license separate and apart from obtaining and maintaining a Certificate of Compliance for the Rental Housing Inspection Program Certificate of Compliance.

Is there a fee charged for a business license? Yes, each person engaged in any property rental/leasing business in the City of Forest Park, Georgia shall pay to the city a non-prorated, nonrefundable administrative fee of \$150.00 and occupation tax for such property.

What is occupational tax? Occupational tax is a tax levied, assessed, and collected on persons for engaging in properties for revenue raising purposes. The occupation tax amount shall be determined by the sum of two (2) components: 1) A nonrefundable annual administrative fee and 2) An amount to be determined by applying tax rates as determined by the gross receipts of the business.

How is occupational tax calculated? The occupational tax is based upon Gross Receipts of the property, in profitability ratios of the tax class 5 for Real Estate and Rental/Leasing, which has a tax rate of \$1.10 per \$1,000.

How often will a rental unit need to be inspected? Single-Family Residential Rental Units- An annual self-inspection is required to be conducted on the interior and exterior of the property. All units are subject to inspection by a Certified Housing Inspector upon probable cause that code violations may exist.

Multi-Family Rental Units- Each owner shall submit a code compliance certificate annually with their business license renewal. The code compliance certificate shall cover at least 25 percent of the units in multi-family rental dwellings, provided all units shall be inspected, at a minimum, every four years. Exterior and common area inspections shall cover at least 50 percent of the buildings provided all buildings shall be inspected, at a minimum, every two years. The date of the issuance of the Certificate of Rental Inspection Compliance will become the anniversary date of the re-inspection.



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Is the property owner required to be present during the inspection? The property owner or their designated representative must be present during inspections. It is the responsibility of the property owner to inform the tenants of impending inspections and to provide access.

Will tenants be allowed to attend the inspections? Both tenants and the property owners are encouraged to be present during the inspections. Informational exchanges are critical to the success of the program.

How much time will be given to the property owner or agent to make corrections found to be unsatisfactory during the inspection? The property owner or agent will be given between one (1) and thirty (30) days to make corrections, depending on the nature and severity of the correction and/or violation.

Who will be performing the inspections? A Certified Housing Inspector will perform all scheduled inspections.

What preparations should be made involving animals prior to inspections? All pets should be confined or restrained in such a way as to eliminate any possibility of attack or escape during the inspection process.

When a property passes an inspection and a complaint is made after the fact, will I have to go through the Residential Rental Inspection Program again? Complaints received after completion of a successful inspection are referred to the Code Enforcement Officer. If a valid internal or external violation surfaces after a "Certificate of Compliance" has been issued, the owner will be required to abate the specific violation in order to remain in compliance.

Does the inspection take place both inside and outside of the residence? Yes. The annual self-inspection requires inspection of both the inside and outside of the residence. Inspection of the inside and outside of the residence may also be conducted by a Certified Housing Inspector upon complaint by tenant or probable cause that code violations may exist.

Will my older building be forced to comply with today's more stringent construction codes? No, your building is required to be maintained at a level consistent with the codes of the period in which it was constructed. However, construction improvements must coincide with the current codes as adopted by the City of Forest Park.

Do all units require smoke detectors? Installed battery-operated smoke detectors are required in each sleeping room, each hallway adjacent to the sleeping rooms, and at each floor level.

Is the property owner required to obtain permits for minor repair work? Repair work normally requiring permits will still require permits. However, many items usually noted for repairs are exempt from permits.

What if during an interior inspection an Inspector observes illegal substances or activities? It is not the intent of the Certified Housing Inspector to impose upon the individual right to privacy of tenants or owners. However, Officers are required to report cases of possible child endangerment or abuse, animal cruelty or neglect, and situations which pose an immediate health and safety risk to the public.

What if the property owner ignores their required participation in the program? Pursuant to the Forest Park Municipal Code, any person who violates any provision of this Ordinance, or who fails to comply with any obligation or requirement of this Ordinance, is guilty of a misdemeanor unless the offense is charged as an infraction by a prosecuting attorney.