



Landlord Checklist

In addition to the current requirements regarding residential rental units, the Crime Free Housing Program has (6) requirements that owners/landlords must comply with:

- Attend a mandatory 4 hour crime-free housing seminar** (This is administered by the Police Department, prior to issuance of the license. The seminar may be attended after an application has been submitted. The license will be issued only after successful completion of the seminar. All persons with a rental license shall take a “refresher” seminar every three years.)
- Rental License Application and payment:** (The cost of an annual license shall be as follows: Single family dwelling unit: \$75 per residential dwelling unit for the initial license, and \$65 per residential dwelling unit for subsequent license/ Apartment and Multi -family buildings (more than one unit per building): \$100 per residential building)
- Affidavit** (In place of a copy of the Criminal background check that is required to be done on prospective tenants)
- A mandatory crime free lease/rental agreement addendum signed by the tenant.** (This is provided by the Police Department, must be utilized which informs tenants that criminal activity is a lease violation mandating landlords or property agents to initiate eviction proceedings.)
- Copy of your lease**
- Occupancy form**