



The Rental Dwelling Registration Ordinance makes it unlawful to rent, receive rental income from or offer to rent a dwelling subject to registration requirements without first registering the property.

- Violations of the Ordinance by the failure to register all rental dwellings may subject the owner to civil penalties.

## ESTABLISHMENTS EXEMPT FROM RENTAL REGISTRATION

The following rental dwellings or businesses are exempt from the Rental Dwelling Registration Ordinance.

- Bed and Breakfast inns
- Hotels

- Motels
- Guest Houses
- Rest Homes
- Rooming Businesses
- Boarding House
- Lodging Houses
- Tourist Homes

A copy of the Rental Dwelling Registration Ordinance may be obtained by contacting the City Clerk's office at (919) 996-3040 or by visiting the City of Raleigh's website at [www.raleighnc.gov](http://www.raleighnc.gov). For additional information about the Ordinance, call the Housing/Environmental Inspections Department at 807-5110.



*City of Raleigh*  
*North Carolina*

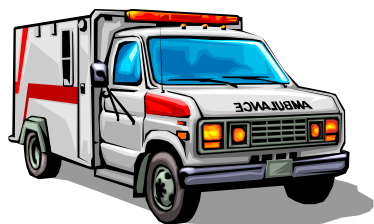
Inspections Department  
Housing/ Environmental Division  
One Exchange Plaza  
Raleigh, North Carolina 27602  
Phone (919) 807-5110  
Fax (919)807-5293

# Rental Dwelling Registration



# RENTAL DWELLING REGISTRATION

Studies have shown that a substantial majority of complaints relating to violations of the City of Raleigh's Code provisions adopted to assure minimum housing standards arise from tenant occupied property. A significant obstacle in providing effective and prompt enforcement of the current City Codes is the inability to access public records for making contact with the owner of such rental properties. To make this possible, the City of Raleigh is requiring registration of all residential rental dwellings. Registration is deemed necessary to promote public health and safety for tenants renting residential properties and neighboring property owners. Registration will assist in promoting responsible management, safeguard property values, expedite repair of residential properties where such problems arise and provide a tool for prompt contact with owners or manager from Police, Fire, Emergency and the Inspections Departments when issues develop.



# RENTAL DWELLING REGISTRATION REQUIREMENTS

Beginning in 2009 the Rental Dwelling Registration Ordinance requires that the owner submit a current, accurate registration of all residential rental dwellings to the Inspections Department between March 1st April 30th, and update the information anytime a change in property information takes place. Some of the general requirements of rental dwelling registrations are as follows.

- Current and updated owner information including email addresses and fax number.
- Designation of an alternate person as responsible for responding to calls from Police, Fire, Emergency or Inspections personnel when the Department is unable to obtain contact with the owner within two (2) business days.
  - A designated alternate contact person must be located in the City or within twenty five (25) miles of the City's planning jurisdiction.
- The owner is required to maintain a current list of the dwellings occupants. Upon request, by City Inspectors, Police, Fire or

Emergency personnel, the owner is required to present the list of occupants.



Current and updated management company information if applicable.

- Every rental dwelling owner shall be responsible for payment of the rental dwelling registration fees. The registration fee is thirty dollars (\$30) for the first unit registered by an owner in a dwelling, apartment house or apartment project and ten dollars (\$10) for each additional unit on the same parcel.
- The rental dwelling registration fee is due every year during the renewal period of March 1<sup>st</sup> – April 30<sup>th</sup> and is the same costs as the initial registration; thirty dollars (\$30) for the first unit in a dwelling, apartment house, or apartment project and ten dollars (\$10) for each additional unit registered on the same parcel.

# City of Raleigh

## Rental Registration FAQ's

The following are some frequently asked questions in relation to the City of Raleigh's Rental Registration Program.



*City of Raleigh*  
*North Carolina*

1. Why do I have to register my rental property?
  - A significant obstacle to effecting prompt and efficient enforcement of the minimum housing code is accuracy of the information in the public record for making contact with the owner of such tenant occupied properties and for the delivery of notifications of activity at the property.
  - Existing contact information is insufficient to achieve prompt city response to matters adversely impacting the public health, safety, and welfare of the *City* including the quality of life for tenants, affected neighborhoods and the *City*.
  - In order to promote public health, welfare, good order and safety of the *City* and its residents that *persons* renting *residential* properties should be subject to a registration system. Registration will:
    - (a) Promote responsible management of these housing accommodations.
    - (c) Assist in providing a safe habitat for residents and neighbors of these facilities.
    - (d) Safeguard *property* values.
    - (e) Expedite repair of *residential* housing accommodations where such problems arise.
  - In addition, the effectiveness of responses by the Fire, Police and Inspections Departments to multiple incidents at such properties can be improved by contact with the owners or managers of such properties.
2. Do I have to pay to register my rental property every year?
  - Yes, it shall be unlawful for an owner to rent, to receive rental income from, or offer for rent, any rental residential dwelling required to be registered under this part without first registering the dwelling. (Article H. Section 12-2177(a)) The annual renewal fee shall be due and payable between March 1<sup>st</sup> and April 30<sup>th</sup> each year.
3. I'm a new owner of a rental property. Do I need to register my rental property immediately?
  - Yes. You must register your new rental property within 30 days of title transfer. Any person taking title to a rental residential dwelling shall be the holder of the registration held by the prior owner for thirty 30 days after the transfer of title is recorded in the Wake County Registry. (Article H. Section 12-2178(a))
  - The owner of a registered rental dwelling shall update registration information previously provided within 30 days of any changes. (Article H. Section 12-2187(b))
4. I'm a tenant in rental property in Raleigh. Do I have any responsibilities pertaining to registering rental property?

- No, registering rental properties is solely the owner's responsibility. If your landlord resides out of State or the City of Raleigh, it would be beneficial for you to send any information received to them in order to assure their compliance with the Registration Ordinance.
5. What happens if I don't register my rental properties?
    - Any person who shall rent, or offer for rent , a rental residential dwelling without first applying for and registering the dwelling as required shall be subject to a civil penalty of fifty dollars (\$50) for the first day and fifty (\$50) each continuing day of noncompliance. (Article H. Section 12-2180(1)(a))
  6. Are the initial registration and renewal the same amount?
    - Yes, the initial registration and annual renewal are the same amount. They are both thirty (\$30) for the first unit and ten (\$10) for each additional unit registered in the same dwelling, apartment house or apartment project.

7. What are grounds for my rental registration application being denied?
  - If the information submitted in the application is not complete or accurate, your application may be denied.
8. Will I get a notice that my renewal is due for my rental property?
  - Yes, a renewal will be sent to the property owner prior to the time when the rental registration will be due. It is very important that any changes of ownership or mailing address be kept up-to-date to assure you receive a correct renewal notice.
9. I own a rental dwelling in the Extra Territorial Jurisdiction (ETJ), which is the 3 mile distance from the corporate city limits. Will I have to register my rental property?
  - No, only within the Corporate Limits of the City.
10. I own rental property in Raleigh that is vacant. Do I need to register my property?
  - It is unlawful for an owner to rent, to receive rental income from or to offer to rent any rental residential dwelling required to be registered without first registering the dwelling. The Public Utilities Department will not provide water service to a vacant rental residential dwelling which has not been registered.
11. I own several different properties including a multi-family apartment. How do the Rental Registration fees apply to me?
  - The owner of a rental residential dwelling shall hold a registration for each residential dwelling located on a separate tax parcel. The registration fee is thirty dollars (\$30) for the first unit registered by the owner in a dwelling, apartment house, or apartment project and ten dollars (\$10) for each additional unit registered in the same dwelling, apartment house or apartment project.
12. How do I register my rental property or properties?
  - The preferred and simplest method of registration is through the City of Raleigh's online Rental Registration link at [www.raleighnc.gov](http://www.raleighnc.gov) under Business, Rental Registration. Upon completion of required information pertaining to your rental property you may submit and print your Registration Form, attach your payment and mail to the City of Raleigh, Revenue Services – 04, P.O. Box 590, Raleigh, NC 27602.
13. What if I do not have access to a computer, printer or web service in order to register my property?
  - You may contact the rental registration staff by calling the Housing/Environmental Inspections Division at (919) 807-5110 and requesting that a paper copy of the City of Raleigh's Rental Registration for and instructions be mailed to you.

14. What if I have questions concerning the City of Raleigh's Rental Dwelling Registration Ordinance or need further assistance with the completion of my registration?

- The Rental Registration Instructions provide detailed information regarding the filling out of the registration forms. Rental Registration Staff can be contacted by calling the Housing/Environmental Inspections Division at (919) 807-5110 between 8:00 a.m. and 4:45 p.m. Monday through Friday or by submitting an email to [Residential.Rental.Registration@ci.raleigh.nc.us](mailto:Residential.Rental.Registration@ci.raleigh.nc.us) . If required you may also receive on-site assistance by visiting the Housing/Environmental Inspections Office at One Exchange Plaza, Suite 504, Raleigh, NC.

15. How can I obtain a copy of the City of Raleigh Rental Dwelling Registration Ordinance?

- You may print a copy from the City's website [www.raleighnc.gov](http://www.raleighnc.gov) and selecting Municipal Code or you may contact the City Clerk's Office and request that one be mailed to you.