

ARTICLE 24. RENTAL DWELLING UNIT REGISTRATION PROGRAM

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24.1 PURPOSE AND SCOPE

The City of Shreveport hereby finds and declares that the rental of dwelling units constitutes a business which impacts upon the public health, safety and general welfare of the residents of the City. The purpose of this Article, and its subparts, is to establish a registration requirement for owners of rental dwelling units located within the City of Shreveport in order to protect the health, safety and welfare of the public insofar as they are affected by the maintenance of said rental dwelling units and the occupancy thereof. This purpose shall be accomplished by requiring all rental dwelling units to be registered, properly maintained, and inspected, as applicable, and that any substandard conditions be identified and corrected. This Article shall be construed to secure this express intent.

24.2 DEFINITIONS

For purposes of this Article, the following words, terms, phrases and abbreviations associated with rental dwelling units may be used in this Article, Article 2 of this Code, the Shreveport City Code, MPC policies, procedures, and applications and shall have the meaning given below unless the context indicates otherwise. These meanings shall apply whether a word is capitalized or not, or is singular or plural.

Accessory Dwelling Unit. An additional dwelling unit associated with and incidental to a principal single family - detached or attached or two-family dwelling on the same lot. An accessory dwelling unit must include separate cooking and sanitary facilities, with its own legal means of ingress and egress, and is a complete, separate dwelling unit. The accessory dwelling unit must be within or attached to the principal dwelling unit structure or within a detached accessory structure such as a garage or carriage house, and designed so that the appearance of the principal structure remains that of a single-family residence. A dwelling unit is considered detached despite an intervening attached structure or shelter that is not enclosed.

Authorized Agent. An agent who is legally authorized to act on behalf of the owner.

Business. An occupation, employment, or enterprise that occupies time, attention, labor and materials, where merchandise is exhibited or sold, or where services are offered.

Certificate of Compliance. A written document, issued by the Zoning Administrator, upon completion of a satisfactory inspection conducted pursuant to this Article.

Certificate of Registration. The registration required identifying all rental dwelling units on a piece property. If a rental dwelling unit is located within a building that houses multiple rental dwelling units, the Certificate of Registration may, as applicable identify all units within that building by a means unique to each unit. Failure to register any rental dwelling unit constitutes a violation of this Code.

Dwelling Unit. A structure or portion of a structure that is used or may be used by one or more persons as a home, residence, dwelling or sleeping place (residential purposes); this includes but is not limited to: single-family housing units, duplexes, triplexes and four-plexes; multi-family units, apartment units, condominium units, townhouse units, rooming-houses, guest-houses, dwellings in accessory structures; and any other structure having similar accommodations, with a duration of occupancy greater than thirty (30) consecutive days.

Office of the MPC. The office of the Shreveport Metropolitan Planning Commission of Caddo Parish.

Owner. Any person(s), including the owner of the title or a mortgage whose interest is shown of record in the mortgage and conveyance records of Caddo Parish; a person shown as owner in the records of the tax assessor of the parish in which the property is situated; or the agent of any such person and those in possession of a dwelling, dwelling unit or premises relative to a Rental Housing Unit.

Rental Dwelling Unit. A dwelling unit that is or will be occupied by a tenant for residential purposes, in exchange for any form of consideration.

Short-Term Rental Property. A residential dwelling unit, accessory dwelling unit, or any room therein, available for rent for a term of less than thirty (30) consecutive calendar days, but excluding bed and breakfast and single-room occupancy.

Unregistered Rental Dwelling Unit. A rental dwelling unit without a valid Certificate of Registration.

Tenant. A person occupying or in possession of a rental dwelling unit, pursuant to a written or oral agreement.

Zoning Administrator. The Zoning Administrator is the authorized agent to make inspections and investigations of any rental dwelling unit, premises or property located within the corporate limits of the City to enforce the provisions of this Article and to determine whether a violation of any provision of this Article exists.

24.3 APPLICABILITY

- A. Registration Required.** No person shall allowed to occupy, or rent, subrent, lease, sublease, let, or sublet to another person for occupancy, any rental dwelling unit unless the unit's owner(s) has first obtained a Rental Dwelling Unit—Certificate of Registration, as hereafter provided. The registration shall identify all rental dwelling units on the property and shall be the only registration required for the rental dwelling units on that property. Failure to register any rental dwelling unit constitutes a violation of this Code.
- B. Multiple Units within a Building.** If a rental dwelling unit is located within a building that houses multiple rental dwelling units all owned by the same owner(s), the Certificate of Registration will identify all units within that building by a means unique to each unit.
- C. Townhouses, Condominiums, or Similar Ownership of Units.** For townhouses, condominiums or similar ownership of units, the property required to be registered shall be the individual dwelling unit being rented and common areas accessible to the tenant of the dwelling unit, and not the entire building or development. If someone owns more than one rental dwelling unit within in a townhouse, condominium or similar development, at the discretion of the owner(s) a single registration application may be submitted for all dwelling units owned within the building, and each unit will be identified by a means unique to each unit.
- D. Exemptions.** The registration provisions of this article shall apply to all rental dwelling units with the exception of:
1. Rental dwelling units in hotels, motels, inns, bed and breakfasts, single room occupancy or boardinghouses, short-term rentals, RV parks, or other similar accommodations that provide lodging for transient guests;

2. Rental dwelling Units in any state or federal licensed hospital, hospice, community care facility, intermediate-care facility, or nursing home to which such units are subject to licensing or regulations concerning the safety of the users, patients or tenants;
3. Rental dwelling units owned, managed, or operated by an educational or medical institution, or by a third party for any of the above institutions, when units are used for the sole use of employees, students, patients or others directly related to the institution;
4. Rental dwelling units that a government entity or housing authority owns, operates, or manages; or units exempted from municipal regulation by federal, state, or local law;
5. Rental dwelling units in any convent, monastery, or other facility occupied exclusively by members of a religious order or congregation;
6. Emergency or temporary shelter or transitional housing accommodations;
7. An individual dwelling unit that is owner-occupied. Accessory dwelling units, as identified by this Article, are not considered to be an owner-occupied dwelling unit, therefore are not exempt from the registration requirements of this Article.

24.4 ADMINISTRATION

The Zoning Administrator, or his or her designee, shall be responsible for the administration and enforcement of this Article.

24.5 REGISTRATION REQUIREMENT

- A. With the exception of properties provided in Section 24.3 of this Article, owners, or their authorized agents, shall begin registering all Rental Dwelling Units located within the City of Shreveport with the Office of the MPC within 90 days after the effective date of this Article.
- B. In addition, owners, or their authorized agents, of any rental dwelling unit constructed after the effective date of this Article, shall make written application to the Chief Building Official for a rental dwelling unit registration prior to any initial occupancy. Such application shall be made on a form furnished by the Office of the MPC.
- C. After the applicable registration deadline, it shall be a violation of this Article for any person to permit occupancy of a rental dwelling unit by a tenant without registering the rental dwelling unit with the Office of the MPC.
- D. The Zoning Administrator shall establish regulations to implement the registration, inspection and enforcement of all rental dwelling units, which, from time-to-time, may require changes in registration policies and procedures to administer, enforce, and insure compliance with the provisions of this Article, the City's housing code, and all applicable local and state laws.
- E. It shall be the responsibility of the owner(s) to provide accurate, current and valid information, so that the owner(s), or their authorized agent, may be contacted in a reasonable and expeditious manner. If any of the information required by this section changes during the term Certificate of Registration, the owner(s), or their authorized agent, shall update the information within 30 days of the information changing, on a form provided by the Director.
- F. Failure to provide accurate and timely information shall be grounds to deny or revoke a Certificate of Registration.
- G. Every Certificate of Registration application shall be filed on a form provided by the Office of the MPC, and shall contain, but not be limited to, the following:
 1. The address(es) for each rental dwelling unit, which shall include the street name, number(s), unit numbers, and zip code, including the number of units and bedrooms therein, located on the property. Each individual rental dwelling unit shall be registered separately, but if an owner owns more than one rental dwelling unit on a single lot of record, the owner may submit one registration application for all units owned thereon.

2. The name, business address, personal address, telephone number and e-mail address of the owner(s). The address(es) required shall not be a public or private post office box or similar address.
 - a. If the property is owned by multiple natural persons, then the required information shall be that of one person who has legal authority to manage the property.
 - b. If the property is owned by a juridical entity, then the required information shall be that of a registered agent or other duly authorized legal representative who has authority to act on behalf of the entity.
 - c. If the property owner(s) has designated an agent or managing company to act on their behalf, then the required information shall be that of a registered agent or other duly authorized legal representative and must be included in addition to that of the property owner(s).
 3. The name, address, email address and telephone number of the person the tenant is to contact (Tenant Contact) when requesting repairs to their rental dwelling unit, if different from the owner(s) or authorized agent. The required Tenant Contact's address shall not be a public or private post office box or similar address.
 4. The owner(s), or their authorized agent, shall specify the address to which all notices of violation and invoices for fees issued, pursuant to this Article, are to be forwarded.
 5. A notarized declaration of compliance from the property owner(s), or authorized agent, declaring that all rental dwelling units that are, or may be, available for rent are listed in the Certificate of Registration application and meet, or will meet, the standards in this Article before the units are rented; and
 6. A statement identifying whether the conditions of the rental dwelling units available for rent and listed on the application were established by declaration of the owner(s), or their authorized agent, or by physical inspection by a qualified rental housing inspector.
- H. Upon the Zoning Administrator's receipt of a completed Certificate of Registration application, the rental dwelling unit shall be entered into the publicly accessible database required by Section 24.23.

24.6 CERTIFICATE OF REGISTRATION ISSUANCE AND DURATION

- A. Upon completion, submission and approval of a rental dwelling unit registration application, the Zoning Administrator shall issue a Rental Dwelling Unit—Certificate of Registration to the owner(s), or their authorized agent, pursuant to the provisions of this Article. The registration shall be valid for a one-year period from January 1 to December 31 for each calendar year, or any part thereof.
- B. Any rental dwelling unit that commences initial operations within the City after January 1 of a given calendar year shall, within 30 days after commencement, register the rental dwelling unit for the year within which commencement occurs.
- C. As part of the Certificate of Registration agreement, the owner(s) of each rental dwelling unit consents to an inspection of the dwelling unit by the Zoning Administrator, or their designated representative, as allowed by this Article.
- D. In no event shall a Certificate of Registration, issued pursuant to this Article, remain in effect past December 31 after the date of its issuance unless further extended by the Zoning Administrator for sufficient cause. When a Certificate of Registration is extended, a copy of both the letter from the owner requesting an extension, as well as the letter authorizing the extension from the Zoning Administrator, will be a part of the application for reference.

24.7 REGISTRATION RENEWAL

- A. Within 60 days prior to the expiration of a Certificate of Registration, the property owner(s), or their authorized agent, shall make written application for the renewal of their rental dwelling unit registration on or before December 31 of each calendar year, for the subsequent calendar year, in accordance with Section 24.5.
- B. A Certificate of Registration must be renewed according to the following procedures:

1. A Certificate of Registration Renewal Application, and renewal fee, shall be submitted before the current registration expires;
2. All information required by Section 24.5.G(1) – (6) shall be updated, as applicable; and
3. A new declaration of compliance, as required by Section 24.5.G(5), shall be submitted.

24.8 REGISTRATION, CHANGE OF OWNERSHIP

- A. A Certificate of Registration, issued pursuant to this Article, is not transferable to any person or entity who has acquired ownership of a registered rental dwelling unit for the unexpired portion of the one-year term for which it was issued.
- B. Any person that acquires ownership of a rental dwelling unit shall register the rental dwelling unit as required by Section 24.5 within 60 days of acquiring said unit.
- C. An inspection for any new Certificate of Registration application, under Section 24.8, may be required at the discretion of the Zoning Administrator.

24.9 DUTIES OF THE REGISTRATION HOLDER

Every holder of a Certificate of Registration shall:

- A. Post a copy of the Certificate of Registration within the rental dwelling unit, in the business office of the property, in a common area, or another conspicuous place accessible to the tenant(s). In the alternative to such posting, the certificate shall be produced by the owner(s) at the request of a tenant, a prospective tenant, or upon demand of the Zoning Administrator.
- B. Conform with all other applicable state, parish, and City laws and ordinances on matters related to housing safety not specifically addressed in this article.

24.10 DENIAL OR REVOCATION OF CERTIFICATE OF REGISTRATION

- A. The Zoning Administrator may deny or revoke a Certificate of Registration, issued pursuant to this article, for any one or more of the following reasons:
 1. Fraud, misrepresentation or a false statement as to a material fact in a rental dwelling unit registration application or rental dwelling unit registration renewal;
 2. Failing to update post-registration information as required by Section 24.5 or failing to deliver or post the rental dwelling unit registration certificate as required by Section 24.9;
 3. Failing an inspection for any rental housing violation(s) relative to Section 24.17 of this Article.
 4. The owner(s) of the property, which the rental dwelling unit registration is apart, has delinquent taxes, or any other collection accounts outstanding with the City of Shreveport;
 5. The owner(s) of the property, which the Certificate of Registration is apart, has failed or refused to pay the required fees for registration, renewal or any violations pursuant to this Article;
 6. An excessive amount of inspection violations have been imposed or billed to the owner(s), or authorized agent of the property, as a result of inspection activity under this Code;
 7. Such unit has been abandoned by the owner(s), or the owner(s) of such unit cannot be found; or
 8. The Zoning Inspector, or his or her designee, have a reasonable basis to believe that within a registered rental dwelling unit, one or more violations exists which constitutes a serious danger to the health, safety and welfare of persons living in such unit, thus making the unit a dangerous structure and unfit for human habitation under this Article.
- B. If a Certificate of Registration is revoked, no application for renewal of that property shall be considered until all deficiencies that were the basis for the denial or revocation are corrected.

24.11 INSPECTION AUTHORITY AND CRITERIA**A. Registered Units**

1. **Inspection Authority.** Any tenant or aggrieved party may report potential violations of this Article by contacting the Office of the MPC and requesting an inspection of a rental dwelling unit to ensure compliance with the standards contained herein. Upon receiving a complaint towards a registered rental dwelling unit, the Zoning Administrator, or their representative, is hereby authorized to make or cause to be made inspections of the premises in order to enforce the rental housing standards of Section 24.19.
2. **Inspection Notice.** The time of the inspection shall be indicated in a notice issued pursuant to Section 24.12, or the time that the inspection was properly re-scheduled in accordance with Section 24.13.
3. **Inspection Consent.** Per Section 24.6.C of this Article, the holder of any Certificate of Registration consents to an inspection of the dwelling unit by the Zoning Administrator, or their representative.
4. **Owner's Presence Required.** The owner(s), or authorized agent, shall be present at the rental dwelling unit at the time of inspection to ensure that the unit is available for inspection. Violation of this subsection may result in the imposition of a re-scheduling fee.
5. **Inspection Results.** At the conclusion of the inspection, the Zoning Administrator, or their representative, shall provide the owner(s), or their authorized agent, with a copy of the results of the inspection.
6. **Multiple Units Inspected.** If there are multiple units associated with the Certificate of Registration of the rental dwelling unit being inspected, additional units may be inspected at the discretion of the Zoning Administrator, or their representative, for compliance with the Rental Standards in Section 24.19.

B. Unregistered Units

1. **Inspection Required.** Any tenant or aggrieved party may report potential violations of this Article by contacting the Office of the MPC and requesting an inspection of a rental dwelling unit to ensure compliance with the standards contained herein. Upon receiving a complaint towards an unregistered rental dwelling unit, the Zoning Administrator, or their representative, is hereby authorized to make or cause to be made inspections of the premises in order to enforce the rental housing standards of Section 24.19. Any unregistered unit constitutes a violation of this Code.
2. **Inspection Notice.** The time of the inspection shall be indicated in the notice issued pursuant to Section 24.12, or the time that the inspection was properly re-scheduled in accordance with Section 24.13.
3. **Inspection Consent.** The Zoning Administrator is authorized to enter, upon consent of the owner or occupant, any premises or dwelling unit subject to the requirements of this Article in order to inspect the unit(s) for compliance with the Rental Standards in Section 24.19. If the owner(s), occupant(s) or other person(s) in charge of the rental dwelling unit(s) fails or refuses to permit free access and entry to the structure or premises, the Zoning Administrator, or their representative, may seek a warrant or other appropriate court order authorizing entry.
4. **Owner's Presence Required.** The owner(s), or authorized agent, shall be present at the rental dwelling unit at the time of inspection to ensure that the unit is available for inspection. Violation of this subsection may result in the imposition of a re-scheduling fee.
5. **Inspection Results.** At the conclusion of the inspection, the Zoning Administrator, or their representative, shall provide the owner(s), or their authorized agent, with a copy of the results of the inspection.
6. **Multiple Units Inspected.** At the discretion of the Zoning Administrator, or their representative, additional units may be inspected for compliance with the Rental Standards in Section 24.19. As necessary, the Zoning Administrator, or their representative, may seek a warrant or other appropriate court order authorizing entry to said units.

C. Abandoned or Vacant Units

1. In the event a structure or premises appears to be abandoned or vacant, and the owner(s), or their authorized agent, cannot be readily contacted in order to obtain consent to inspect, survey, and examine the structure or premises, then, and in that event, the Zoning Administrator, or their representative, may enter upon any open, unsecured, or unlocked portion of the structure or premises in order to properly inspect the property.
2. In the event a structure or premises which appears to be abandoned or vacant, and said structure or premises is secured and locked and the owner cannot be readily contacted in order to obtain consent to inspect, survey, and examine the structure or premises, then, and in that event, the Zoning Administrator shall pursue a warrant or court order duly, issued by the appropriate court, to properly inspect the property.

D. Third-Party Inspector Program. The Zoning Administrator shall develop standards and requirements for certification of third-party inspectors to conduct a rental dwelling unit inspection under this Code. Such standards and requirements shall include, but not be limited to, training and education, insurance and bonding, assumption of liability and continuing education standards. Any inspection conducted by such an inspector pursuant to this Article, shall be an independent contractor and not a City employee, and shall be treated as if conducted by an MPC inspector for purposes of enforcement of this Code.

E. Identification. Inspecting officers, as authorized by the Office of the MPC, shall be provided with official identification and shall exhibit such identification when making any inspection, and shall enter, examine, and survey all structures and premises as indicated on the Inspection Notice pursuant to Section 24.12.

F. Additional Inspections, As Needed. Nothing in this Article prevents any additional inspections, conducted at the request of the Zoning Administrator, under the authority of a warrant or other appropriate court order, provided for by state law, or as allowed by any other City Code provision.

24.12 INSPECTION NOTICE

Upon receiving a complaint in order to enforce the rental housing standards of Section 24.19, the Zoning Administrator shall provide written notification of the date and time of the inspection conducted pursuant to this Article at least 14 calendar days prior to the date of the inspection.

- A.** Notice shall be mailed to the address(s) of the owner(s) provided in Section 24.5.G(2), and the address of the Tenant Contact provided in Section 24.5.G(3), if different from the owner, with the following:
1. The location of the subject property;
 2. Any specific complaints and their respective Code violations.
 3. Any additional information as determined by the Zoning Administrator, or his or her designee, which may be necessary to achieve the goals of this Article.
- B.** The Zoning Administrator shall also mail a copy of the inspection notice to the address of the Rental Dwelling Unit, as provided in Section 24.5.G(1), to notify the tenant(s), if any, of the inspection.
- C.** The Zoning Administrator shall enclose a copy of the rental standards set forth in Section 24.19 to all mailings required by this section.

24.13 RESCHEDULING INSPECTION

An owner, or authorized agent, may reschedule an inspection by giving written notice to the Zoning Administrator at least seven (7) calendar days prior to the scheduled inspection. The rescheduled inspection shall be within fourteen (14) days of the previously scheduled inspection. Rescheduling an inspection more than once, or with less than seven calendar days' notice, may result in the imposition of a re-scheduling fee.

24.14 FAILURE TO INSPECT

It shall be a violation of this Article for any owner(s) to fail to fulfill the inspection requirement of this Article upon any reported complaint relative to the rental standards contained herein.

24.15 ENTRY

It shall be the responsibility of the owner to obtain consent of the tenant to inspect the rental dwelling unit or otherwise obtain legal access pursuant to the terms of the applicable lease or law.

24.16 SATISFACTORY INSPECTION – CERTIFICATE OF COMPLIANCE

- A.** If the Zoning Administrator receives a rental housing complaint, upon completion of a satisfactory inspection conducted pursuant to this Article, the Zoning Administrator shall provide the owner(s), or their authorized agent, a Certificate of Compliance.
- B.** An owner(s) shall post a copy of the Certificate of Compliance at the rental dwelling unit, in the business office of the property, in a common area, or another conspicuous place accessible to the tenant(s). In the alternative to such posting, a Certificate of Compliance shall be produced by the owner(s) at the request of a tenant, a prospective tenant, or upon demand of the Zoning Administrator.
- C.** The Certificate of Compliance shall be valid for two years from the date of inspection, unless the Zoning Administrator determines that the rental dwelling unit no longer meets the standards required in this Article.
- D.** Any Certificate of Compliance shall carry over as part of a Certificate of Registration renewal.

24.17 UNSATISFACTORY INSPECTION

- A.** If the Zoning Administrator receives a rental housing complaint, and, after inspection, the rental dwelling unit fails to comply with the provisions of Section 24.19, the Zoning Administrator shall notify the owner in writing of the deficiencies within ten (10) business days of the inspection, setting forth at a minimum:
 - 1.** The location of the subject property;
 - 2.** Specify the violation or violations, as applicable;
 - 3.** Contain an outline of the corrective action, which, if properly performed, will effect compliance with the provisions of this Article;
 - 4.** A reasonable time, not to exceed 30 days, for the correction of any violations, and
 - 5.** Any additional informational, as determined by the Zoning Administrator, which may be necessary to achieve compliance with the provisions of this Article.
- B.** For purposes of this article, the Director may grant additional time, or even lesser time, to correct violations of the rental standards aside from the initial 30 days, for sufficient cause, as determined by the Zoning Administrator. Any such extension, or lessening, of the time period shall be issued in writing, by the Zoning Administrator, as a part of any failed inspection notice and shall state the reasons for his or her decision.
- C.** The owner/operator shall be given 30 days from the date of the notice to schedule a second inspection. If an inspection has not been scheduled within that time, the property shall be listed as being out-of-compliance on the Rental Dwelling Unit Registration Database, required by Section 24.19, and remain out-of-compliance until a satisfactory inspection is received.
- D.** Any property listed as being out-of-compliance on the Rental Dwelling Unit Registration Database shall be subject to having their Certificate of Registration revoked per Section 24.10.A(3).
- E.** Once a satisfactory inspection is obtained after the initial unsatisfactory inspection, the Certificate of Compliance shall be valid for two years from the date of satisfactory inspection, unless the Zoning Administrator determines that the rental dwelling unit no longer meets the standards required in this Article.
- F.** Any Certificate of Compliance shall carry over as part of a Certificate of Registration renewal.

24.18 ADDITIONAL VIOLATIONS

It shall be a violation of this Article for any person to permit occupancy of a rental by a tenant when the unit has not obtained a Certificate of Compliance.

24.19 CERTIFICATE OF COMPLIANCE – RECESSION

- A. The Zoning Administrator, at his or her discretion, may rescind the Certificate of Compliance and deem a rental dwelling unit out-of-compliance upon a finding that the unit no longer complies with the standards contained herein.
- B. Any tenant may report potential violations of this Article, pursuant to Section 24.11, by contacting the Office of the MPC and requesting an inspection of their rental dwelling unit to ensure compliance with the standards contained herein.
- C. Tenants shall have the right to pursue protected activity pursuant to this Article without fear of retaliation. For purposes of this Article, “protected activity” includes:
 - 1. Notifying the lessor or his agent of any violation of any provision of this Article;
 - 2. Requesting corrective action reasonably calculated to redress any violation of this Article;
 - 3. Notifying regulatory authorities or the members of the public of any violation of this Article; or
 - 4. Providing testimony in court or administrative proceedings relative to any violation of this Article.
- D. Prohibited acts of retaliation include, but are not limited to, unlawful termination of a lease, decreasing services, bringing or threatening to bring a lawsuit against a tenant for possession, or refusing to renew a lease, where such acts are motivated by the good-faith exercise of protected activity.
- E. Tenants shall have the right to raise protected activity under this Article as a defense to any retaliatory action for possession or eviction.

24.20 CERTIFICATE OF COMPLIANCE – EFFECT OF DENIAL OR RESCISSION**A. Vacant Units**

- 1. When a rental dwelling unit’s Certificate of Compliance has been denied or rescinded, no further rental and occupancy of any rental dwelling unit associated with that unit’s Certificate of Registration, if vacant, shall be permitted until a Certificate of Compliance has been issued and, as applicable, and the Certificate of Registration has been reinstated/reissued.
- 2. Notice shall be mailed to the address(s) of the owner(s) provided in 24.5.C(2), and the address of the Tenant Contact provided in 24.5.C(3), if different from the owner.

B. Occupied Units

- 1. In addition to other penalties under this Article, when a rental dwelling unit’s Certificate of Compliance has been denied or rescinded, the unit’s containing such violations may be required to be vacated after the Zoning Administrator provides notice to the owner and the occupants containing said violations. Such notice shall direct the owner and occupants of the rental dwelling units containing an adequate period of time to vacate to allow a reasonable period for the owner or occupants the opportunity to correct such violations.
- 2. No unit that has been vacated shall be reoccupied until a Certificate of Compliance has been issued and the rental dwelling unit registration certificate has been reinstated/reissued.
- 3. Notice shall be mailed to the address(s) of the owner(s) provided in 24.5.C(2) the address of the Tenant Contact provided in 24.5.C(3), if different than the owner, and to the address of the Rental Housing Unit as provided in 24.5.C(1).

C. Occupied Units; Immediate Hazard

1. In addition to other penalties under this Article, when a Certificate of Compliance has been denied or rescinded for reasons which, in the determination of the Zoning Administrator, present violations of the Code that create an immediate hazard to the health and safety of the occupants, the dwelling units containing such violations shall be vacated within 30 days of such determination.
2. The Zoning Administrator's determination shall be in writing and shall direct the owner and occupants of the dwelling units containing such violations to vacate the premises within a period of time not to exceed 30 days, as determined by the Zoning Administrator.
3. No unit that has been vacated shall be reoccupied until a Certificate of Compliance has been issued and the rental dwelling unit registration certificate has been reinstated/reissued.
4. Notice shall be mailed to the address(s) of the owner(s) provided in 24.5.C(2), the address of the Tenant Contact provided in 24.5.C(3), if different than the owner, and to the address of the Rental Housing Unit as provided in 24.5.C(1).

24.21 RENTAL STANDARDS

All rental dwelling units shall comply with the following standards without limiting the generality of the foregoing:

- A. All rental dwelling shall have an operable fire and smoke detection system and alarm.
- B. All plumbing fixtures shall be properly connected to the public sewer system or to an approved private system if the public system is not available.
- C. Every rental dwelling shall contain a bathtub or shower, lavatory, a flush-type water closet and a kitchen sink, which shall be maintained in a sanitary and good working condition.
- D. All kitchen sinks, lavatories, bathtubs and showers shall be supplied with hot and cold running water.
- E. Water heating facilities shall be properly installed and maintained, and capable of providing an adequate amount of water to be drawn at every required sink, lavatory, bathtub, and shower at a minimum temperature of 110 degrees Fahrenheit.
- F. Every rental dwelling unit shall be provided with heating facilities reasonably capable of maintaining a minimum room temperature of 68 degrees Fahrenheit in all habitable rooms, bathrooms and toilet rooms. Cooking appliances shall not be used to provide space heating to meet the requirements of this section.
- G. A rental dwelling unit shall be provided with a properly installed and maintained electrical system, which shall be in a safe working condition and capable of performing its intended function.
- H. All mechanical appliances, fireplaces, chimneys, solid-fuel-burning appliances and cooking appliances shall be properly installed and maintained in a safe working condition, and shall be capable of performing the intended function.
- I. Roofs, windows, and exterior doors must be adequate to prevent dampness or deterioration in the walls or interior portions of the rental dwelling unit. No evidence of mold shall be present. The roof and flashing shall be sound, tight and not have defects that admit rain. All interior surfaces shall be maintained in a good, clean and sanitary condition. Significant cracking, decaying or other defective surface conditions shall be corrected. Holes in interior walls and floors shall be sealed as necessary.
- J. The rental dwelling unit's primary structural members shall not threaten the stability of the dwelling and/or visible structural defects shall not appear to render the structural members ineffective. There shall be no physical threat due to immediate risk of collapse.
- K. The means of exit or escape in the event of fire or other emergency shall not be blocked or structurally unsafe. There shall not be an excessive internal accumulation of items or garbage that block exits, overloads the structural floor system, or creates an unhealthy condition.
- L. The rental dwelling unit and its exterior property shall be kept free from the harborage and infestation of insects, rodents, or other pests in or around a building, in such numbers as may be detrimental to the health, safety, or general welfare of the occupants thereof.

24.22 TENNANT ACCOUNTABILITY

- A.** With respect to any rental dwelling unit in which a tenant occupies, controls or uses, the tenant shall be responsible for the following standards:
1. Occupancy limitations and the lawful use of the rental dwelling unit.
 2. Maintenance of the dwelling unit in a clean, safe, and sanitary condition.
 3. Maintenance of plumbing, cooking and refrigeration equipment, appliances, fixtures and facilities contained in the dwelling unit in a clean and sanitary condition and providing reasonable care in the operation and use thereof.
 4. Keeping exits in the dwelling unit free and clear.
 5. Disposing of garbage and refuse into provided facilities in a sanitary manner and keeping the dwelling unit free and clear from garbage, refuse, and debris.
 6. Keeping domestic animals and pets in an appropriate manner and under control.
- B.** To the extent that the owner, or their authorized agent, can provide the Zoning Administrator with competent evidence that tenants have not complied with the above standards or that the tenants have contributed to the existence of rental standard violations at the property, the Zoning Administrator may deem such circumstances to be sufficient cause to extend time for the correction of the violations.

24.23 REGISTRATION DATABASE

The Office of the MPC shall maintain a publicly accessible database that provides:

- A.** The address of the registered rental dwelling unit;
- B.** Date of any complaint received towards any rental dwelling unit and date of any Certificate of Compliance received, as applicable;
- C.** If the Rental Housing Unit is deemed in-compliance or out-of-compliance with the provisions of this Article; and
- D.** Violations of Section 24.19 that were cited at the property, as applicable.

24.24 NONEXCLUSIVITY

Nothing contained herein shall prohibit, condition, or otherwise limit any inspection conducted pursuant to any other provision of this Code or other applicable law.

24.25 VIOLATIONS, PENALTIES, AND ENFORCEMENT

- A.** Any violation of this Article, and upon conviction the resulting penalties and fines, shall be enforced in accordance with this Code and any other applicable Shreveport City Code provisions.
- B.** It is unlawful to violate any provision of this Article. Each day of violation shall be deemed a separate offense and be punishable as such.
- C.** Violation of any term, condition, requirement, or duration approved under this Article is unlawful, and will constitute a violation of this Code, and will subject the violator to the penalties set forth in Article 19 (Enforcement). In addition, Any violation of this Article, and upon conviction the resulting penalties and fines, shall be enforced in accordance with this Code and any other applicable Shreveport City Code provisions.

24.26 APPEALS

- A.** Within thirty (30) days after the date of any administrative decision by the Zoning Administrator pursuant to this Article, the applicant or any aggrieved party may appeal to the Zoning Board of Appeals.

- B.** Within 10 days after the date of the appeal decision by the Zoning Board of Appeals, the applicant or any aggrieved party may appeal the ZBA's decision to City Council, by filing a notice of appeal, in writing, stating the grounds on which the aggrieved party is affected and the grounds of appeal, with the City Clerk.
- C.** The City Council shall conduct a public hearing on any appeal filed pursuant to this Article. Following the conclusion of the hearing, City Council may affirm, reverse or modify the decision of the Zoning Administrator, or vacate the decision and remand the matter to the Zoning Board of Appeals or the Zoning Administrator for further consideration.
- D.** Within thirty (30) days after the date of the decision by City Council on the appeal, the applicant or any aggrieved party may appeal a City Council decision to Caddo Parish Civil District Court.

24.27 FEES

All applicable fees shall be established by Article 25 of this Code. In accordance with Article 25, the schedule of fees is kept on file in the Office of the Metropolitan Planning Commission. Such fees shall include, but not be limited to: (1) Initial Certificate of Registration Fee, (2) Annual Renewal Registration Fee, (3) Re-inspection Fee, (4) Failure to Attend Scheduled Inspection Fee, and (5) Registration Reinstatement Fee.

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