
Chapter 8 - Clean Version with changes incorporated

Adopted on July 21, 2025

Effective on August 20, 2025

ARTICLE III. - REGISTRATION OF RENTAL PROPERTY

Sec. 8-101. - Purpose.

This article is intended to require the disclosure of the ownership of such property and pertinent information to understand the housing stock, improve safety and emergency response, and to enhance tenant and landlord protections. It also aims to make owners and persons responsible for the maintenance of property more accessible and accountable with respect to the premises.

(Ord. of 5-1-00(1))

Sec. 8-102. - Definitions.

The following words and phrases, when used in this article, shall have the meanings respectively ascribed to them:

Owner shall mean each individual person or entity that is the record owner of a building or property.

Owner-Occupied shall mean a rental unit owned and occupied by the registrant as their primary residence.

Primary Residence shall mean the dwelling in which a person resides as their legal residence for more than one half of a calendar year and registers as their address for tax and government identification purposes.

Registrant shall mean the owner of a rental unit, or their designee, property manager, or representative, with permission from the owner, seeking to register a rental unit.

Rental Unit is a structure or portion of any structure that is rented or available for rent to any individual or individuals for residential purposes for any length of time. A unit rented to a member of the Owner's immediate family is not considered a rental unit for the purposes of this Ordinance. Short term rents and ADUs are subject to this ordinance. Rental Unit shall not include units in lodging facilities that require licensure and dormitories.

Sec. 8-103. - Registration required.

- a) **Registration of ownership.** Representatives of the owner or owners (as defined in Sec. 8-104) of buildings containing Rental Units within the town shall register their ownership interest, or cause such interest to be registered, with the Fire Department Fire Prevention Office (FDFPO) by January 15th of each year beginning in January 2026. FDFPO will request annual validation of the rental registry information through electronic notification to all owners of rental property.. Any units being added or removed must be updated within ninety (90) days the action. New owners will have ninety (90) days to register after taking ownership.
- b) The registration required hereunder shall be updated or withdrawn within ninety (90) days of transfer of ownership, change in management, change in registered agent, or change in any other material information provided in the rental unit registration pursuant to section 8-104.

(Ord. of 5-1-00(1))

Sec. 8-104. - Registration; information.

The Fire Department Fire Prevention Office shall provide a form or system for the owners and managers of rental units to register properties as required by this Article and shall maintain a file containing all registrations made under this Article.

- 1) The registration form for owners shall include the following:
 - a) The street address of the building and unit number(s) of the rental unit(s);
 - b) The assessor's map and lot of the property on which the building is located;
 - c) The name, address, email address, and telephone number of a property owner, property manager, person designated as the emergency response contact, and person designated as the agent of the owner for the service of notices and civil process by the town. Service of notice and process upon the person so designated shall be deemed conclusive service upon the owner or owners designating that person in any litigation pertaining to the premises;
 - d) The number of bedrooms, number of bathrooms, and the presence or absence of a kitchen of each Rental Unit;

Additional information regarding special fire safety measures (i.e. knox box)

(Ord. of 5-1-00(1))

Sec. 8-105 - Penalty Fees for Noncompliance

- a) **Fees.** Owners will be assessed penalty fees for non-compliance according to Sec. 8-106.

Sec. 8-106. - Violations.

Any person failing to file the required registration, failing to file any required update to the registration or filing a false statement on any registration commits a civil violation. It shall also be a violation of this article for any owner or manager to rent any rental unit subject to registration, not registered under this article. No certificate of occupancy shall be issued for property subject to the registration requirements which is not registered in accordance with this Article. Failure to

register or to update a registration within the timeframes detailed in Sec. 8-103 will require the Owner to pay a penalty fee in accordance with Appendix B - Master Schedule of Revenues, Charges, Fees and Fines. The violation process will be enforced under Chapter 11.5 of the Town code. All partners, officers, or trustees of any real estate trust; all members or managers of a limited liability company; and all officers and directors of a corporation shall be jointly and severally responsible for compliance with this Ordinance. (Ord. of 5-1-00(1))

Secs. 8-107–8-120. - Reserved.

Appendix B - Master Schedule Of Revenues, Charges, Fees And Fines Updates:

Reference	Date	Description	Amount
Sec. 8-106	-	Penalty Fee	\$50/unit After each 30 days, fees double until they reach \$400/unit