

MULTIFAMILY RENTAL HOUSING DEADLINES

Current Deadlines

- All 2023 inspections shall be completed by December 31, 2023.
 - Only the 20% required by the previous code is required to be completed in 2023.
 - The 2023 inspections apply for the 2024 Occupational Tax Certificate Year.
- 2023 Occupational Tax Certificate expires December 31, 2023.
- 2024 Occupational Tax Certificate must be filed no later than March 31, 2024



2024 Occupational Tax Certificate Requirements

1. 2024 Occupational Tax Certificate Application
2. Property Manager Certification issued by the City prior to March 31, 2024
 - Property Manager must be physically located on the property or assigned to the property
3. Certificate of Compliance issued by the City for the 2023 inspections
 - ***Only the 20% required by the previous code is required to be completed in 2023***
4. Current Certificate of Insurance



2024

2025 Occupational Tax Certificate Requirements

1. 2025 Occupational Tax Certificate Application
2. Property Manager Certification issued by the City prior to March 31, 2025
 - Property Manager must be physically located on the property or assigned to the property
3. Certificate of Compliance issued by the City for the 2024 inspections
 - ***100% inspections shall be completed in 2024 as required by the new code***
4. Current Certificate of Insurance



2025