

Rental Housing License & Safety Inspection Program

This program is in effect per Chapter 15.45 of the Mountlake Terrace Municipal Code (MTMC)



Are business licenses required for rental housing in Mountlake Terrace?

Yes. Landlords must obtain residential rental business licenses and renew them each year.

A few types of rental housing, such as mobile homes, are excluded. See MTMC 15.45.030, online at www.codepublishing.com/WA/MountlakeTerrace. Owners of most single-family and multifamily housing that is rented or available for rent must comply with the program.

As a landlord, how do I get a rental housing business license?

Applications are available at City Hall or online at: www.cityofmlt.com/440.

What is the purpose of business licenses and inspection for rental housing?

The purpose is to ensure safety codes, such as safe electrical and ventilation, are being met. The City intends to work cooperatively with owners and tenants in achieving safety.

As a renter, how do I know if my landlord is following City requirements for licensing and inspections?

The landlord's rental housing business license and a certificate of safety compliance from the City is often posted on the property. If you don't see it, you can ask the landlord or manager. You may also check with the City about the property's status at 425.744.6220.

What is a certificate of safety compliance?

This is a certificate that indicates an owner's rental housing has been found to meet safety standards. It is required for rental housing per MTMC 15.45.050.

How do the program's safety inspections by the City get scheduled?

Safety inspections may be initiated by either the City or the rental housing owner. If initiated by the City (or its contract inspector HASCO), the landlord or the landlord's agent will be contacted. If initiated by the owner or owner's agent, he/she may contact the City at 425.744.6270.

Who can conduct safety inspections under Mountlake Terrace's rental housing program?

The City of Mountlake Terrace building staff is authorized to schedule and conduct inspections. In addition, the Housing Authority of Snohomish County (HASCO) may schedule and conduct safety inspections on the City's behalf. When HASCO is doing an inspection for the City's program, the HASCO staff will indicate this to the landlord and/or tenant.

Safety inspections by other approved inspectors (for example, HUD inspectors) may be able to substitute for the City's inspection. To find out whether another type of inspection can count for the City's safety inspection, contact the Building Official at 425.744.6270. The code summarizes this as well. (See MTMC 15.45.020 regarding "qualified...inspector, online at www.codepublishing.com/WA/MountlakeTerrace.)

What do safety inspections by the City cost under this program?

Safety inspections done under this program by the City or its contractor (HASCO) are currently at no cost to the landlord or tenant.



How often are rental units inspected?

Rental housing units are subject to inspection once every three years (although units with violations will be reinspected).

General requirements:

- Landlords must arrange inspections with tenants at least two days ahead.
- For complexes of more than ten units, a sample of up to 20% of the units (maximum of 30 units) may be inspected instead of all the units (except more may be inspected if violations are found).
- For buildings of up to ten units, no more than

two rental units are required to be inspected (except more may be inspected if violations are found).

- Each single-family rental house may be inspected on a three-year rotation cycle.
- If code violations are found, the landlord is notified and the unit is subject to reinspection.
- The Community and Economic Development Director may establish rules to clarify information or provide program details.
- Fees for licenses and inspections are set by separate City Council resolution. A list of fees are included on the City's website (see below).



Where can I get more information?

Detailed information is available online at: www.cityofmlt.com/440.

SAFETY INSPECTION QUESTIONS:

425.744.6270

Chapter 15.45 MTMC



***Mountlake Terrace—
A great place to rent or own***



City of Mountlake Terrace
Community and Economic Development
PO Box 72
Mountlake Terrace, WA 98043

This brochure is not intended to cover all situations nor to replace any code provision that may apply and may differ or conflict with this information. Contact City staff to discuss your specific project.



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www.cityofmlt.com/440