

- A landlord must notify tenants, condominium and townhome associations, and other effected entities that a dwelling is a probationary rental residential dwelling.
- A landlord or designated licensed rental agency located within 25 miles of the City's extraterritorial jurisdiction has 2 business days to respond to telephone inquires about the probationary rental residential dwelling from representatives of the City of Raleigh Police, Fire or Inspections departments.
- A landlord cited for a second code violation during the two year permit period could lose their rental permit for the property for two years. A third violation may lead to a two year revocation of PROPs issued for other property rented by the landlord.

- Motels
- Guest houses
- Rest homes
- Rooming houses
- Lodging houses
- Tourist homes

A copy of the Probationary Rental Occupancy Permit Ordinance may be obtained by contacting the City Clerk's office at 890-3040 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*

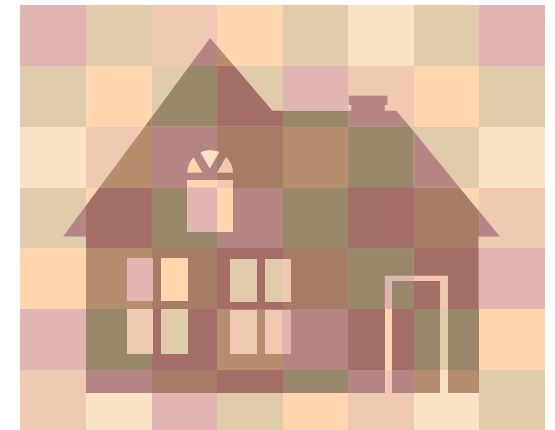
Inspections Department  
Housing/ Environmental Division  
One Exchange Plaza  
Raleigh, North Carolina 27602  
Phone (919) 807-5110  
Fax (919)807-5293

## ESTABLISHMENTS EXEMPT FROM THE PROP ORDINANCE

The following rental dwellings and businesses are exempt from the PROP ordinance.

- Bed & Breakfast inns
- Hotels

# Probationary Rental Occupancy Permit



# Probationary Rental Occupancy Permit (PROP)

To assure better quality housing for tenants of rental property, the City of Raleigh established a permit program for landlords who violate City Codes. Beginning February 7, 2005, a landlord must obtain a Probationary Rental Occupancy Permit (PROP) from the City's Inspections Department if he or she has violated unsafe building, minimum housing, zoning or nuisance ordinances at a rental site and has failed to bring the property into compliance by a City-established deadline. Landlords who have a pattern of repeat citations at a rental property also must obtain a PROP. The Inspections Department will notify landlords who must get a permit. The program allows sufficient opportunities to bring rental properties into compliance.

## PROP-RELATED CODE VIOLATIONS

The following are code violations that require a landlord to obtain a PROP from the City of Raleigh.

- Re-occupancy of a dwelling that the Inspections Department has found to be unsafe;

- Re-occupancy of an unfit dwelling prior to the Inspections Department issuing a certificate of compliance;
- Activities resulting in a third conviction or third civil penalty for violating the City's nuisance party ordinance within 24 months of the first conviction or civil penalty;
- Activities resulting in a third conviction or third civil penalty for violating the City's noise ordinance within 24 months of the first conviction or civil penalty;
- Failure to repair, vacate or demolish a dwelling within the time frame stipulated in an order issued by the Inspections Department;
- Housing more inhabitants in a dwelling than is permitted by the section of the City's Zoning Code that applies to the residence;
- Failure to comply in a timely manner to an Inspections Department order regarding the unlawful storage of two or more unlicensed, uninspected, wrecked, crushed, dismantled, or partially dismantled vehicles on the premises;
- Two nuisance abatement violations within 24 months;
- A fourth notice of City Code violation within a 24 month period when the prior notices of violation were resolved by corrective action;

- Activities resulting in a third conviction for criminal activity on the premises, such as prostitution, possession of stolen goods, liquor laws or disorderly conduct.

## PROP REQUIREMENTS

A landlord placed in the PROP program must pay \$500 per year for the two-year permit to cover the cost of administering the program. The landlord also must attend a City approved residential property management course during the first year of the permit. Furthermore, the property for which the permit was issued must remain in compliance with City codes throughout the two year permit period. Prior to releasing the landlord from requirements of a PROP, the Inspections Department will inspect the property to ensure that it complies with codes. An inspection of the property also will be done before a PROP is issued to a landlord.

Other requirements of the permit are :

- A landlord has 10 days to file a complete application for a PROP following receipt of notification from the Inspections Department. If the landlord does not submit application for the permit during this 10 day grace period, he/she is prohibited from renting or offering to rent the property or receiving rental income from the dwelling until he/she submits a completed permit application to the City.