



June 12, 2017

[Recipient Name]
[Company Name]
[Street Address]
[City, ST ZIP Code]

Dear [Recipient Name],

As you know the City of Mission currently requires the annual licensing of all rental properties in the city. Since 2007, all multi-family (apartment) complexes have been required to certify that units are safe and clean according to the minimum standards adopted by the City in the Property Maintenance Code and Building Code. This is verified through the inspection of 5% of these units annually. Single-family rental units have only been inspected upon request of the tenant. We work with owners, property managers and tenants to ensure conformance with these codes to protect and promote the welfare of tenants and the community.

The City is currently exploring the option to expand the inspection requirement to all rental properties in the City. The initial program changes would contain the following new features:

- Require inspections of all single-family rental units on a three-year rotation
- Allow for single-family rental units to be inspected at the time of tenant change as a substitute for other annual required inspections

The entire text of the proposed changes can be found on the city's website www.missionks.org. If you would like to discuss these changes, staff will be hosting two informational meetings on June 20th at Sylvester Powell Jr. Community Center, 6200 Martway Street, Mission, Kansas. Please join us at either 8:00 AM or 6:00 PM that day. Staff will give a short overview of the changes proposed, share the inspection checklists and program overview, and answer any questions you may have.

If you are not able to attend either of the informational meetings, please feel free to call or email me with your comments.

Sincerely,

Brian Scott, Assistant City Administrator/Finance Director

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