

I hereby certify that the within and foregoing is a true and correct copy of the original now on file in my office together, with all of the endorsements thereon.

Witness my official signature and seal of office on

this the 25 day of April

A.D., 20 18

Lisa Howard  
Clerk of Court, Jackson Parish, Louisiana

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Lisa Howard  
DEPUTY CLERK

Coreyana  
FILED AT THE CLERK'S OFFICE  
JACKSON PARISH  
CLERK OF COURT

The following ordinance having been introduced at a regular meeting held on February 13, 2018 and notice of its introduction having been published in the official journal and a public hearing having been held in connection therewith, on this date, was offered for final adoption by Toni Malone and seconded by Greg Harris.

#### ORDINANCE 12 - 156

An Ordinance to protect the public health, safety and general welfare of the people of the Town of Chatham in non-owner occupied dwellings and to set up landlord registration, fees and penalties.

**BE IT ORDAINED**, by the Board of Alderman for the Town of Chatham, Jackson Parish, LA, as follows:

##### Section I

1. *Requirements*: Every building and its premises used in whole or in part as a single-family or multiple-family rental dwelling or residence, or as any accessory structure thereof, shall conform to the requirements of this ordinance, irrespective of when such building may have been constructed, altered, or repaired. This establishes minimum standards for erected dwelling units, accessory structures and related premises. This ordinance applies to condominium/apartment units, mobile homes and other structures that are rented to be occupied by someone other than the owners. This ordinance shall become effective on March 1, 2018.
2. *Exemptions*. The following are hereby exempted from this Ordinance:
  - 2.1. Duly licensed hotel and motel units occupied by transient guests for short period of time.
  - 2.2. Duly licensed nursing homes.
  - 2.3. Duly licensed homes for the elderly.
3. *Zoning ordinance*. Nothing in this ordinance shall be interpreted as permitting operation of a rental dwelling at any location in violation of the zoning ordinances of the Town of Chatham.

##### Section II

No owner or other person shall occupy or let to another person occupy any rental dwelling unit or rooming unit unless it and the premises are clean, sanitary, fit for human occupancy, and comply with all applicable legal requirements of the state and the town.

##### Section III

1. Each owner of a residential rental property shall register annually by filling out the Town of Chatham's Landlord Registration Application and pay an annual registration fee of \$20.00 per rental unit. The annual application shall be due May 1 of each year. A late fee of \$5.00 shall be imposed for all applications and payments received after May 1. The late fee will be added for each month the application and payment is not received.
2. If the owner of a residential rental property does not register property and/or pay annual registration fee, utilities to the property will be locked and will not be turned on until property is registered and fees are paid.

##### SECTION IV

The landlord shall provide tenants with a Tenant/Landlord Form. This form must be turned into the Town of Chatham before utilities can be turned on.

Section V


1. Within five (5) business days of a rental property becoming vacant, the landlord/owner shall notify the Town of Chatham's utility department. All outstanding balances for that account less deposits becomes the responsibility of the landlord/owner unless proper notification is received by the utility department. In the event the water and/or gas meter indicates any usage during the vacant period, all fees shall be charged to the landlord/owner. Any outstanding balance owed by landlord/owner that has not be paid by October 1 of any year will be applied to that years property taxes.
2. Within five (5) business days of selling a rental property, the former landlord/owner shall notify the Town of Chatham's utility department. Upon proper notification a final reading will be taken and deposits applied to account. The former landlord/owner shall be responsible for any outstanding balances. If proper notification is not given, the former landlord/owner will be responsible for any water and/or gas usage until new owner applies for utilities.

The above and foregoing ordinance having been read section by section, was then submitted to an official vote as a whole and adopted by the following vote:

YEAS: 5  
NAYS: 0  
ABSENT: 0

And said ordinance was declared legally adopted on this 13<sup>th</sup> day of February, 2018.

  
Dwight Cooper  
Mayor

  
Lynette Roberts  
Clerk