



# City of Prestonsburg

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Mayor Les Stapleton

July 19, 2021

Dear Property Owner:

The City of Prestonsburg enacted the Landlord Registration, Licensing and Occupancy Ordinance in 2021. The purpose of the Ordinance is to establish registration and licensing requirements for landlords in the City of Prestonsburg and to establish and maintain a current record of all rental properties.

If you are a landlord, you are required to complete all applicable information requested on the enclosed Registration/License Form. The form is also available at [www.prestonsburgcity.org](http://www.prestonsburgcity.org).

***What is a rental unit?** A rental unit is classified as any structure within the City of Prestonsburg occupied by someone other than the owner of the real estate as determined by the most current deed and for which the owner of the said real parcel of real estate receives any value, including but not limited to money, or the exchange of services. **Each apartment within a building is a separate unit requiring a license. This applies to all rental property***

**What are the registration requirements?** Every owner of a rental unit must register the unit with the Code Enforcement Officer in accordance with the following schedule: **A) All owners of residential units must register the units with the Code Enforcement Officer by January 1<sup>st</sup> of each year; B)** Any individual, entity or firm which converts any structure to a residential rental unit or units shall register the residential rental unit or units with the Code Enforcement Officer within thirty (30) days of the completion of the conversion, within thirty (30) days of the time when any rent, including the exchange for other services for the unit or units is obtained, or within thirty (30) days of the date which a tenant or tenants occupies the unit or units.

It shall also be the responsibility of the grantee and the grantee's agent to notify the City of Prestonsburg within ten (10) days of any purchase or transfer of a rental unit.

**What are the licensing requirements?** As a prerequisite to entering into a rental agreement or permitting the occupancy of any rental unit, the owner of every such rental unit shall be required to apply for and obtain a license for each rental unit. **The cost of a license shall be:**

1-12 rentals    \$50.00

13-24 rentals    \$75.00

25 or more rentals    \$100.00

The cost of the license shall be double per rental if paid between April 2<sup>nd</sup> and June 30<sup>th</sup>. The cost of the license shall triple if paid between July 1<sup>st</sup> and December 31<sup>st</sup>. The license is valid for the calendar year January 1<sup>st</sup> to December 31<sup>st</sup>. **LANDLORDS ARE SUBJECT TO FINES OF UP TO \$500 IF FEE NOT PAID BY APRIL 1<sup>ST</sup>.**

**Will I be held accountable for the peace and good order of my tenants?** The owner/landlord is responsible for the management of their property in conformity with the Laws of the Commonwealth of Kentucky and the Ordinances of the City of Prestonsburg. Owner/landlord must be proactive in managing their property and are to utilize all legal means available to them to evict tenants who “routinely engage” in disorderly conduct, disturb the public peace, create excessive noise, or violate the criminal laws of the Commonwealth of Kentucky relating to illegal drugs. The term “routinely engage” is defined as three (3) or more violations of any of the foregoing in any sixty (60) day period or more than eight (8) times in any twelve (12) consecutive month period.

**Are there enforcement conditions and violations?** **A)** Any owner/landlord who fails to comply with the registration requirements of this Ordinance is in violation of this Ordinance **B)** Any owner/landlord who rents a residential unit requiring a license without a valid, current license, issued by the City of Prestonsburg authorizing such use, is in violation of this Ordinance **C)** Any owner/landlord who fails to maintain their property in conformity with Municipal Ordinances is in violation of this Ordinance. A record of any unpaid citations for property maintenance violations shall be conclusive evidence of a violation of this Ordinance and shall prevent and preclude the issuance of any License pursuant to this Ordinance **D)** Any owner/landlord who fails to utilize all legal means available to them to evict tenants who “routinely engage” in disorderly conduct, disturbances of the public peace, create excessive noise, or violate the criminal laws of the Commonwealth of Kentucky relating to illegal drugs is in violation of the Ordinance.

*Any owner/landlord of a residential rental unit who violates any provision of this Ordinance shall, upon conviction, be sentenced to pay a fine of no less than \$100 up to \$500. Each day an owner/landlord operates a rental unit in violation of this Ordinance shall be treated as a separate offense.*

*Prestonsburg Code Enforcement Officers will pursue verification of rental status by conducting site visits of properties whose owners fail to register as rentals.*

*Tenants will receive a notice in a future mailing that they may contact the Prestonsburg Code Enforcement Office at 886-2335, ext. 211 to report any unresolved safety or code violations.*

A complete copy of the Ordinance and required forms are available at [www.prestonsburgcity.org](http://www.prestonsburgcity.org). All forms are due by August 15, 2021.

Any owner that has a current 2021 city business license only needs to fill out the rental property address form and return to City Hall by August 15, 2021. The rental property will still be inspected.

Home of:

Mountain Arts Center – Billie Jean Osborne’s Kentucky Opry – Jenny Wiley Amphitheater – Prestonsburg Parks  
Jenny Wiley Festival – StoneCrest Golf Course – StoneCrest Equine Center – Sugarcamp Mountain Trails

[www.prestonsburgcity.org](http://www.prestonsburgcity.org)