



City of San Antonio **Proactive Apartment Inspections Ordinance**



The Proactive Apartment Inspections Program is only applicable to properties within the City of San Antonio with five or more units.

3 Designated Citations in 6 months will result in:

Cost: \$100 per unit per year

Effect: 5% of your units inspected monthly by Code Compliance.





San Antonio Proactive Apartment Inspections Ordinance

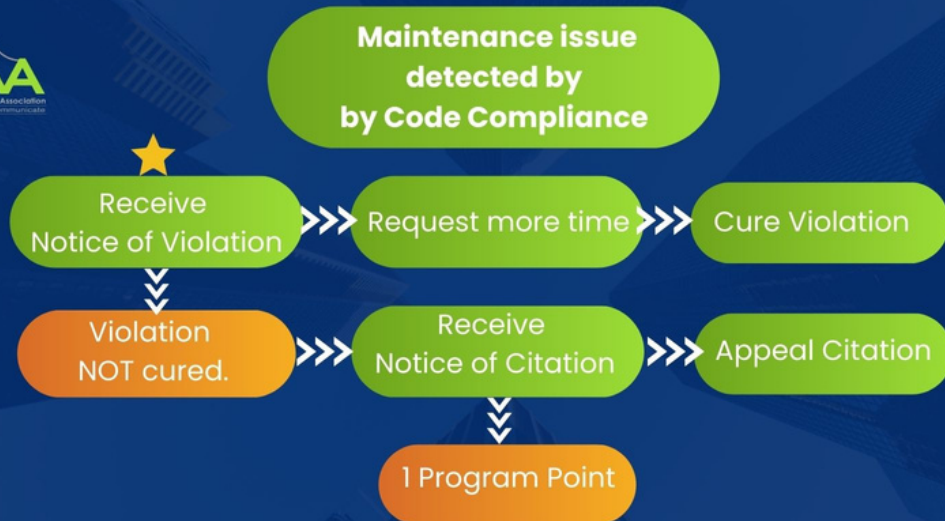
How did we get here?



Proactive Apartment Inspections Ordinance

On March 23rd, the San Antonio City Council approved a new ordinance which created the Proactive Apartment Inspections Program that became effective **April 2, 2023.**

Only citations received on or after April 2, 2023 count towards the program.



3 Designated Citations/ Program Points
= Entry into Program



A Notice of Violation is a notification of a property maintenance code violation. If the property fails to cure the violation within 10-days, the violation could become a **citation**.

You will receive a notice of violation prior to receiving a citation. A designated citation counts as a point towards the program. 3 designated citations will put you in the program.



A Notification of Violation will contain the affected building and unit number, if applicable, a description of the violation, and the corresponding code section.

A Notification of Violation will be delivered personally to the owner or designated agent, or sent by first class mail to the owner and posting a notice to the structure affected by such notice.

An individual notice of violation must be issued for a program point to be counted.



**Not all SAPMC citations count
towards program points!**

Designated Code Citations for life safety issues including structural problems, plumbing or electrical fixtures, fire safety, pest infestation and more, count towards inclusion in the program.

Refer to Section 6-66 (c)(8)(i) in the ordinance for the full list of designated code citations.



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Get Early Notification!

Sign up for courtesy notification emails with Code Compliance going to this webpage,
www.sanantonio.gov/DSD/Resources/Codes.

Scroll down to the bottom where it says "Apartment Owners" and clicking the blue "Submit" button to fill out your information.



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Any requests for more time to cure a violation must be made to the Director of Development Services before the end of the allotted time period given to cure.

Email SACode@sanantonio.gov



If you need to request more time to cure the violation, it must be in writing and submitted in person, sent by mail, or emailed to the Director of Development Services before the end of the 10-day period to cure the violation.

The request for more time must include:

1. A plan to repair the violation(s)
2. Any plan to mitigate the effects of the violation on the tenants; and
3. An estimate of the amount of time required to cure the violation.

We recommend that a property request more time every time you receive a notice of violation.



Documentation is key to success!

- Document work order request timeline.
- Proof of Resident refusal of service
- Vendor requests and contracts
- Photos
- Anything that has been done to remedy the violation(s)



How does a property accumulate citations that count towards enrollment for the program?

For failing to correct a code violation within the time allotted (10-days), a property can receive a citation. Designated code citations then may count as a program point towards enrollment.



Can I appeal the citations that count towards my property's placement in the program?

Yes. A property can appeal directly to the Code Official if the following requirements are met:

- Must be in writing to to SACode@sanantonio.gov
- Appeal within 10 days of receiving citation notification
- Contain reason and proof challenging the citation



Reasons for Appeal

Must provide reason why violation wasn't cured in allotted time.

- Obstruction by a Tenant;
- Lack of Notice;
- Act of God;
- Supply or labor shortages constituting an impossibility;
- Action or inaction of Tenant that impedes repair.

Must provide proof of claims challenging citation.

- Document everything!
- Work order request timeline
- Proof of Resident refusal of service
- Vendor requests and contracts
- Photos of progress



How does an owner or management company prevent their property from having to register with the program?

To avoid being enrolled into the program, apartment owners and management companies must fix code violations within 10 days of being notified about them.



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Your property may become subject to the program if:

- Your property receives three designated code citations (program points) within a rolling six-month period, or
- The Building Standards Board requires it



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Is there a cost to be on the program?

Yes. If your property goes into the program, owners will be assessed a fee of \$100.00 per unit, per year, upon registration in the program.



Properties must enroll within **ten calendar days** once a notification to register is received by the property owner.

Registered properties will be subject to monthly inspections of up to 5% of units while in the program, and remain in the registry for a minimum of six months.



To be removed from the program, the property must meet the following requirements:

01

Correct all the violations

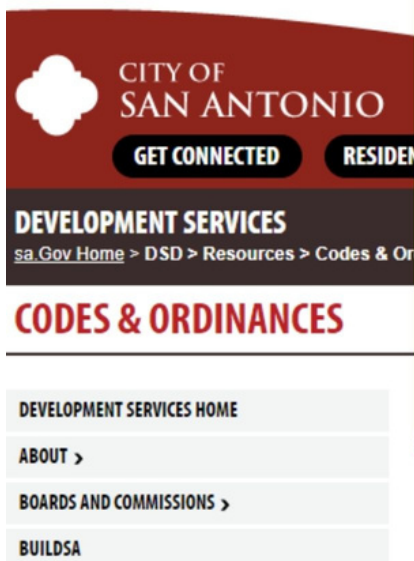
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Have less than three new citations within a consecutive six-month period





After a property leaves the program, it will remain on probation for a period of four years. During those four years, if the property receives three more designated citations again in a six-month period, the property will go back on the program for twelve months.



To explore more about this program you may go to the City's website:
www.sanantonio.gov/DSD/Resources/Codes

Don't let your notices go unnoticed and sign up to receive a additional notification of violations via email!

Go to this webpage,
www.sanantonio.gov/DSD/Resources/Codes,
 scroll down to the bottom where it says "Apartment Owners" and click the blue "Submit" button to fill out your information.

The Development
 and safety standards



If you would like to ask our government relations team questions about this ordinance. (private presentation!!!)

Contact Us

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Allison Cohen
allison@saaaonline.org



Thank You