



12-02-2024

Dear Rental Property Owner,

**Subject: Notification of Enacted Ordinance on Rental Registration Process**

I am writing to inform you that the City of Hazelwood has recently enacted an ordinance that outlines a new rental registration process. This ordinance was passed to ensure better management and regulation of rental properties within our jurisdiction.

The primary objective of this ordinance is to:

1. Enhance the safety and quality of life for our residents.
2. Ensure compliance with local housing codes and regulations.
3. Provide accurate records of rental properties for effective municipal planning and services.

Key components of the rental registration process include:

- **Mandatory Registration:** All rental property owners must register their properties with the City of Hazelwood by January 31<sup>st</sup> annually. Remember that each individual rental property (e.g. Apt. A, Apt. B, Apt. C...) **must** be listed on the registration.
- **Inspection Requirements:** Registered properties will be subject to periodic inspections to ensure compliance with health and safety standards.
- **Registration Fees:** A \$35 fee will be required for the registration process to cover administrative costs on each rental property.
- **Penalties for Non-Compliance:** Failure to comply with the registration requirements may result in fines or other penalties as outlined in the ordinance.

We encourage all rental property owners to review the full text of the ordinance and familiarize themselves with the requirements and deadlines. The ordinance and additional information about the registration process can be found in the City of Hazelwood's Code under Section 665.020 Residential Rental License and on the City of Hazelwood's website. <https://ecode360.com/HA3319>

**City Hall & Public Works**  
t: 314.839.3700  
f: 314.839.0249  
415 Elm Grove Lane

**City Maintenance**  
t: 731.8701  
f: 731.4240  
115 Ford Lane

**Fire Department**  
t: 731.3424  
f: 731.1976  
6800 Howdershell Road

**Municipal Court**  
t: 839.2212  
f: 838.5169  
415 Elm Grove Lane

**Parks & Recreation**  
t: 731.0980  
f: 731.0989  
1186 Teson Road

**Police Department**  
t: 839.3700  
f: 838.5169  
415 Elm Grove Lane



**DISCOVER  
HAZELWOOD**



A component of this program requires a representative for the property attend a Crime Free seminar that is hosted by the Hazelwood Police Department free of charge. If the representative has already attended the class from another Crime Free certified agency a copy of the training certificate shall be provided during the rental registration process and the representative will not be required to attend the Crime Free seminar.

For further assistance or any questions regarding the new rental registration process, please contact Lt. Shane Parrish at 314-513-5278.

Thank you for your attention to this important matter and for your cooperation in helping us maintain a high standard of living within our community.

Best regards,

Chief James Hudanick  
Hazelwood Police Department  
415 Elm Grove Ln.  
Hazelwood MO 63042

**City Hall & Public Works**  
t: 314.839.3700  
f: 314.839.0249  
415 Elm Grove Lane

**City Maintenance**  
t: 731.8701  
f: 731.4240  
115 Ford Lane

**Fire Department**  
t: 731.3424  
f: 731.1976  
6800 Howdershell Road

**Municipal Court**  
t: 839.2212  
f: 838.5169  
415 Elm Grove Lane

**Parks & Recreation**  
t: 731.0980  
f: 731.0989  
1186 Teson Road

**Police Department**  
t: 839.3700  
f: 838.5169  
415 Elm Grove Lane