

- (k) Every owner of a rental dwelling shall keep on record with the Building Inspection Division of the Department of Planning and Community and Economic Development contact information of one (1) or more persons, by virtue of his or her ownership, employment, or delegation, can exercise control and care over the property.
1. The contact information shall include the actual name of the owner per deed to the property, one or more contact name of the individuals designated to be contacts, one phone number for each contact listed, an email address (if available) for each of the contacts, and contact information for a management company for the property, if one is being utilized.
 2. These names and contact information shall be updated with the Department at any time there is a change in the contact information. This information shall be provided on a form approved by the Department.
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 4. The City of Madison, through its Police Department, Fire Department, and Building Inspection Division, shall by use of the data collected, communicate promptly with a property owner and make the property owner aware of any police calls to the property, fire or ambulance calls to the property, and/or building inspection orders.
 5. A fee in the amount of ten dollars (\$10) per parcel shall be paid to the City Treasurer at the time the updated information is provided by printed form. No fee shall be charged if the information is submitted online.. (Am. by ORD-14-00123, 7-11-14)
 6. This registry requirement will commence on January 1, 2012, or when the new City of Madison computer system intended for this purpose is fully operational, whichever is later.
 7. The owner may either submit this information online or request a printed form by email.
 8. Exceptions. This requirement does not apply to all properties that are owned and operated by local, state, or federal government agencies, or a subdivision or agency of government.
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(Cr. by Ord. 5439, 3-30-76; Am. by ORD-11-00063, 5-4-11)