

**Rental Certificates  
Risk Analysis  
Audit 03-18**

<u>Risk</u>	<u>Effect</u>	<u>Control</u>	<u>Control In Place</u>	<u>Assessment</u>
Revenues remain unbilled because of the lack of a complete listing of rental dwellings and rental units.	Lost revenue to the City.	a) Up-to-date and properly maintained database of rental dwellings and rental units. b) City personnel accept responsibility for rental certificate program. c) Database information verified as a result of inspections performed on rental dwellings and rental units.	a) Yes - MIS recently performed a match with the County Property Appraiser's Office to identify potential rental properties. B) Four inspectors are specifically assigned to conduct rental inspections. C) Rental inspectors will note unit information on the Rental Certificate Form. Business Tax will verify upon entry into the Business Tax System.	a) High - The match disclosed 8,516 potential rental properties. Of the 8,516 notices sent, 4,236 did not respond back and the notices were not returned by the Post Office. No additional follow-up has been performed. B) Low C) Medium
Periodic inspections are not being performed in accordance with City of Tampa Code.	Non-compliance with City of Tampa Code. Rental units may not be in compliance with housing standards resulting in risk to public health.	An inspection of rental property occurs every 3 years.	Yes	Medium
No action taken on delinquent rental certificate and related business tax receipt renewals.	Lost revenue to the City.	Delinquent notices are sent by the Business Tax Division. In addition, Business Tax Division Inspectors are responsible for following up on delinquent accounts.	Based on management representation the issuance of the notices and follow up on delinquent accounts is the responsibility of the Business Tax Division. The Business Tax Division is audited separately. It is during that audit the procedures for collecting delinquent accounts is reviewed.	Low - Total amount of unpaid rental certificate and related business tax receipts at 5/1/03 totaled approximately \$27,149. Revenue collected as of 5/1/03 totaled approximately \$866,073.
Housing inspections are not performed consistently.	All the minimum housing standards may not be verified.	The rental inspectors use the Rental Certificate Report Form to document findings. The form lists the standards as stated in the City Code.	Yes	Low
The Certificate of Compliance is issued prior to an inspection being passed.	Rental property may not meet the minimum housing standards.	The Certificate of Compliance will only be generated upon the inspector entering a "R/C" and "P" for pass in the COMPLY system.	Yes	Medium
Property owners choose which units that are inspected for multi-unit inspections.	Units that do not meet minimum housing standards may not be chosen for inspection.	Inspectors randomly select which units to inspect.	No	High