

In 2015, the Cayce City Council sought to maintain neighborhood integrity by adopting a property registration ordinance that requires residential unoccupied, non-owner occupied and rental structures to be registered with the City. This ordinance does not require a registration for vacant land or commercial structures, including apartment complexes.

The registration process helps prevent problems and improves communication among neighborhoods, property owners and the City.

The Program's goal is to identify property ownership with a local contact in case of health, safety, or other code violations that might be detrimental to properties, tenants, or surrounding neighborhoods. The program also helps the City keep property owners informed of new ordinances, laws or issues that might affect their properties.

The intent is to keep neighborhoods safe, clean, and peaceful for everyone. Similar programs have been successfully implemented in communities across the country.

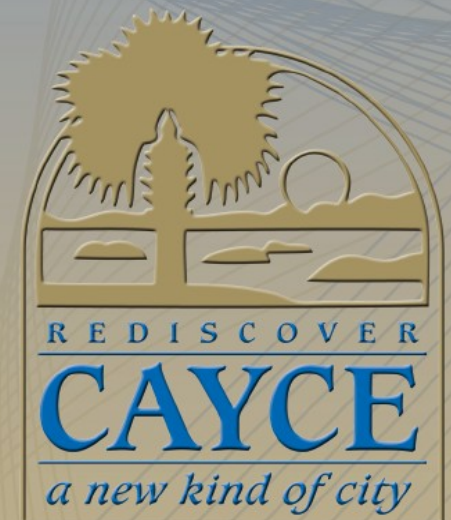
The City Council chose not to require a fee to register these properties. However, a late fee of \$100.00 per property will be assessed for properties not registered by April 17th.

The City of Cayce defines a single family as one or more persons related by blood, marriage, adoption, or guardianship, and not more than three (3) persons not so related, except that mentally and physically handicapped persons for whom care is provided on a 24-hour basis shall be construed to be a family, in accord with the provisions of 6-7-830 of the South Carolina Code of Laws.


City of Cayce
Planning & Development
PO Box 2004
Cayce, SC 29171



Property REGISTRATION Program



WHO IS RESPONSIBLE FOR REGISTERING?


The property owner is responsible for registering.  of-town owners must designate a local contact person responsible for the property. The local contact must reside within 75 miles of Cayce City Hall. *Tenants are not required to register.*

ARE ALL PROPERTIES REQUIRED TO REGISTER?



No. The ordinance only applies to single family, duplex, triplex and quadraplex unoccupied, non-owner occupied and rental properties. This means anyone owning a residential dwelling that they, as the owner of record, are not currently living in is required to register the property on an annual basis. This includes vacant houses, rental property and property that family or friends are living in, regardless of whether rent is being paid.



HOW DO I REGISTER?

Property owners can register  by submitting a completed registration form. Registration must be renewed each year. The property registration form can be downloaded from <http://www.cityofcayce-sc.gov> or picked up from the Planning & Development Department at Cayce City Hall at 1800 12th Street.


WHAT IF I HAVE A CHANGE OF TENANTS?

Property owners need to provide change of tenant information to the city  to ensure the required occupancy  is correct at all times. Additionally, the local contact person should be able to provide the names of all current tenants.

WHO HAS ACCESS TO PROPERTY REGISTRATION INFORMATION?

The database is maintained only for city use, but is considered public record if requested.

WHAT HAPPENS IF I DON'T REGISTER?

Violations of the city code are misdemeanors that carry fines up to \$ and can result in the loss of ability to rent the property for one year.

CAN I APPEAL A CITATION?

Yes. You are entitled to due process, including the right to judicial appeal.

HOW IS THE ORDINANCE ENFORCED?

The city issues citations for code violations. City of Cayce citations are issued in the form of uniform summons to court. These citations may be paid prior to the court date set on the summons or you are able to go to court to plead your case to the judge. Violations include not registering a property, providing false information and continuing non-compliance. *Each day a violation continues, or is permitted to continue, is considered a separate offense.*

IS A BUSINESS LICENSE REQUIRED FOR RESIDENTIAL RENTAL PROPERTY?

Yes. A business license has always been required for the rental of property. The business license is calculated using the gross receipts from rent collected over a 12 month period.

Business License Information

NAICS Code: 531110

Rate Class 700 (Resident Business)
1st \$2,000 = \$50.00
Every thousand (rounded up) thereafter = \$1.45

Rate Class 701 (Non-resident Business)
1st \$2,000 = \$100.00
Every thousand (rounded up) thereafter = \$2.90



For more information, please contact:
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