



Residential Rental Licensing and Inspection Information

Fee Table

Fee	Description	Frequency	Cost (per rental dwelling unit)
<i>Rental License</i>	Each dwelling unit is required to have a license	Annual	\$ 10.00
<i>Inspection</i>	Initial inspection and one (1) follow-up inspection, if required, for one (1) rental dwelling unit	Every three (3) years	\$ 80.00
<i>Additional Inspections</i>	Inspections not covered by the Inspection Fee, including complaint inspections.	As needed	\$ 75.00

Inspections

The building inspector will meet you, the property owner, at the property on the date/time you have scheduled for the inspection. During the inspection the building inspector will inform you of any code violations. A property will pass the inspection when no violations are found. If violations are found to exist, the property owner will be provided a set amount of time before they must schedule a second inspection. The building inspector will then return to the property to ensure that the violations identified have been abated.

Each inspection should take approximately 20 minutes to complete, although it varies depending upon the property.

Crime Free Housing

In addition to the inspection, all owners and/or property managers are required to complete the following:

1. A **Crime Free Training program** or similar program approved by the City's Police Department.
 - a. Proof of completion, in the form of a certificate, will be provided to you upon program completion. You will be required to submit a copy of this certificate.
 - b. For more program information, please see Residential Rental Ordinance – Crime Free Description provided in this packet.

- c. Classes are held year-round throughout the Twin Cities region. Please stay tuned for more information.
2. Criminal background checks for all new tenants prior to entering into a lease
 - a. Background checks for all new tenants must be kept on file. The police may request copies of background checks at any time to verify they have been completed.
3. Insert the Crime Free/Drug Free Lease Addendum into all new leases.
 - a. Leases for all new tenants must be kept on file. The Police may request copies of leases at any time to verify addendum inclusion.
 - b. A copy of the addendum is provided in this packet.

Once the property has passed the inspection and the property owner/manager has fulfilled requirements 1-3 listed above, the City will issue a Rental License for the property. The Rental License must be renewed on an annual basis and re-inspection will be required in three (3) years. The license must be posted (in a frame with a protective covering) in a common area, hallway or lobby of buildings with four (4) or more dwelling units.

Rental Licensing and Inspection Application Packet Materials

1. Rental License Application (City Code Section 124.04 D)
2. Copy of the Crime Free/Drug Free Lease Addendum
3. Inspection Checklist
4. Handout on Crime Free Training