

RENTAL LICENSE APPLICATION

CITY OF ROBBINSDALE

4100 Lakeview Ave N

Robbinsdale MN 55422

Ph; 763-531-1268 Fax; 763-531-1200

Applications and additional information can be emailed to:

permits@ci.robbinsdale.mn.us

This application should not be used for the "renewal" of an existing rental licensed property. For renewals, please call 763-531-1268 or 763-531-1261. The use of this application is to either begin the process of licensing a property that is not currently a rental property, or to change the property owner of record on an existing licensed rental property which will continue as a licensed rental property. The information supplied on this form will be used to process the license application. You are not legally required to provide this information however the license cannot be processed without it. The information provided will constitute a public record and as such will be available to the general public upon written request. We ask for this information to 1) identify you in our rental license files as the owner of the property, 2) to enable us to verify that you are the property owner appropriate, and 3) to enable us to contact you in the event of an emergency or if additional information regarding this property is needed.

FOR OFFICE USE ONLY:

RENTAL LICENSE # _____

NEW OWNER _____ CHANGE IN OWNERSHIP _____

NEW RENTAL _____ EXISTING RENTAL _____

MONTHS _____ From _____ Thru _____

LICENSE FEE _____

NEW RENTAL INITIAL INSPECTION FEE _____

CHANGE IN OWNERSHIP CONVERSION FEE _____

OTHER FEE(S) _____ TOTAL FEE(S) PAID _____

UB CURRENT _____ UB OWED _____

PROPERTY TAXES CURRENT _____ TAXES
OWED _____

INSPECTION SCHEDULED _____

NEXT OWNER ORIENTATION: Jan Apr Jul Oct

PLEASE PRINT CLEARLY AND BE SPECIFIC - ATTACH ADDITIONAL SHEETS, IF NEEDED

➤ DESIGNATE ONE OF THE FOLLOWING:

 NEW RENTAL EXISTING RENTAL, NEW OWNER

➤ RENTAL PROPERTY ADDRESS: _____

➤ ANTICIPATED DATE THAT THE PROPERTY WILL BE RENTED: _____

➤ NUMBER OF UNITS TO BE RENTED: _____ NUMBER OF UNITS TO BE OCCUPIED BY OWNER: _____

➤ **PROPERTY OWNER INFORMATION:** List ALL property owner names and addresses as it appears on the Hennepin County property tax statement (owning partners if a partnership, corporate officers if a corporation). List ALL property owners' phone numbers including area code.

PROPERTY OWNER'S NAME: _____

PROPERTY OWNER'S ADDRESS: _____

PROPERTY OWNER'S DAYTIME PHONE w/area code: _____

PROPERTY OWNER'S ALTERNATE PHONE w/area code: _____

➤ Additional property owners' information (if applicable);

PROPERTY OWNER'S NAME: _____

PROPERTY OWNER'S ADDRESS: _____

PROPERTY OWNER'S DAYTIME PHONE w/area code: _____

PROPERTY OWNER'S ALTERNATE PHONE w/area code: _____

➤ **RESIDENT AGENT INFORMATION** (if applicable): A resident agent is required if the owner does not reside in the State of Minnesota or in any one of the following eight counties: Hennepin, Ramsey, Anoka, Carver, Dakota, Scott, Washington, or Wright. This requirement may be waived if, in the housing inspector's determination, the owner not living in one of the above specified counties is nonetheless sufficiently accessible for the purposes of the HMC (Housing Maintenance Code). *The designated resident agent shall be empowered to receive service of notice of violations and to receive orders and process pursuant to law.*

AGENT NAME (PRINT): _____ RELATION TO PROPERTY OWNER: _____

AGENT ADDRESS: _____

AGENT DAYTIME PHONE w/area code: _____ AGENT ALTERNATE PHONE w/area code: _____

EMERGENCY CONTACT INFORMATION (Other than Property Owner or Resident Agent):

NAMES & PHONE NUMBERS OF THE PERSONS TO BE NOTIFIED IN THE EVENT OF AN EMERGENCY INVOLVING THE LICENSED PROPERTY (other than the property owner):

NAME: _____ PHONE: _____

NAME: _____ PHONE: _____

FEES: Fees are determined by resolution of the Robbinsdale City Council. According to *City Ordinance 425.31; the license application and fee(s) are required *before* the license can be processed. All rental licenses expire at the end of a *calendar* year, either an odd or an even year. Bi-annual license fees are prorated throughout the 2-year license cycle and are *prorated* based on the following fee schedule. However, the “New Rental Initial Inspection / Conversion Fee” or the “Change in Ownership / Conversion Fee” is *not* prorated. Contact 763-531-1261 or 763-531-1268 for the correct prorated bi-annual fee amount before submitting this application.

BASE RENTAL LICENSE FEE SCHEDULE:

2-Year (Bi-annual) Rental License Fees are based on *calendar* years as follows:

Single Family Dwelling.....	\$ 125
2-Unit Dwelling (1-Unit Owner Occupied).....	125
2-Unit Dwelling (Non-Owner Occupied).....	225
3-Unit Dwelling (2-Units Owner Occupied).....	125
3-Unit Dwelling (1-Unit Owner Occupied).....	225
3-Unit Dwelling (Non-Owner Occupied).....	300
4 Units or more.....	Call for Fee

IN ADDITION TO THE BASE RENTAL LICENSE FEE:

Initial Inspection / Conversion Fee.....	\$ 500
Change in Ownership / Conversion Fee.....	350
Additional fees <i>may</i> apply for premature or unlicensed rentals.	

AGREEMENT

I/WE HEREBY UNDERSTAND AND AGREE THAT THIS RENTAL LICENSE WILL NOT BE ISSUED WITH UNPAID UTILITIES OR PRIOR YEARS TAXES OWED.

I/WE HEREBY UNDERSTAND AND AGREE TO PERMIT ACCESS AND ALLOW FOR THE INSPECTIONS AND/OR REINSPECTIONS OF THE BUILDING(S) AND PREMISES UNDER MY/OUR CONTROL, AS REQUIRED FOR LICENSURE AS STIPULATED BY THE ROBBINSDALE HOUSING MAINTENANCE CODE (HMC).

I/WE HEREBY UNDERSTAND AND AGREE BY ENACTING AND UNDERTAKING TO ENFORCE THE RENTAL LICENSING PROCEDURE THAT NEITHER THE CITY, ITS COUNCIL, OR AGENT OF EMPLOYEES CAN WARRANT OR GUARANTEE THE SAFETY, FITNESS, OR SUITABILITY OF ANY DWELLING IN THE CITY, AND ANY REPRESENTATION TO THE CONTRARY BY ANY PERSON(S) IS A MISDEMEANOR. OWNERS OR OCCUPANTS SHOULD TAKE WHATEVER STEPS THEY DEEM APPROPRIATE TO PROTECT THEIR INTERESTS, HEALTH, SAFETY, AND WELFARE.

I/WE HEREBY UNDERSTAND AND AGREE THAT THE INFORMATION SUPPLIED WITHIN IS FREELY GIVEN AND IS TRUE AND ACCURATE IN ALL RESPECTS, TO THE BEST OF MY/OUR KNOWLEDGE.

I/WE HEREBY MAKE APPLICATION FOR A RENTAL LICENSE FOR THE FOLLOWING PROPERTY:

_____ ROBBINSDALE MN, 55422.

SIGNATURE OF OWNER: _____ PRINT NAME: _____ DATE: _____

SIGNATURE OF OWNER: _____ PRINT NAME: _____ DATE: _____

The rental license application *must* be signed and dated by the property owner(s).

***City Ordinance 425.31; Rental License Fees**

Rental License Inspection Fees (City Code Section 425.31)

Base Rental License Fees – includes routine bi-annual inspection and one return visit to verify required corrections have been made. Additional inspections required because work has not been completed or units are not available for inspection at scheduled times may be subject to additional charges as described below.

Term: Bi-annual

Single Family or ½ duplex (when other side owner occupied)	\$125
Duplex or double bungalow (with one owner)	\$225
Three unit dwelling	\$300
Townhomes (3 or more attached units)	\$125
Apartments (additional fire inspection fee if over 10 units)	\$300 including first 3 units plus \$20 per unit
Fire Inspection Fee	\$125 per structure

Initial/Conversion Inspection Fee:

\$500

Any existing single unit (home, apartment, or townhome) converted to rental use shall require a complete Housing Maintenance Code Inspection prior to occupancy. In addition, property owners or a locally designated manager must attend a training session (425.31, Subd 2) within 6 months of obtaining the rental license. The training shall review rental property regulations and owner obligations including, but not limited to, utility billing which can be assessed to the property and repeat nuisance call fees. Where the owner designates a local manager representative to the orientation meeting, written materials will be sent to the owner who must certify that the material has been read and understood. \$150 of this fee may be waived for property owners who have personally completed this orientation program within the previous 12 month period and who have had no reported nuisance problem with any other properties owned by the same owner in the City of Robbinsdale. Failure to complete the training within 6 months shall subject the owner to a service fee described below.

Change in Ownership Property Review Fee:

\$350

When rental property ownership changes, a review of all of the previous rental licensing inspections and a walk through of the property will be conducted with the new owner. If this is the owner's first rental property in Robbinsdale, staff will also review rental property regulations and owner obligations including, but not limited to, utility billing which can be assessed to the property and repeat nuisance call fees. Where the owner designates a local manager representative to walk-thru the property and receive the information, written materials will be sent to the owner who must certify that the material has been read and understood. \$150 of this fee may be waived for property owners who have personally completed an orientation program with the City of Robbinsdale within the previous 24 month period and who have had no reported nuisance problem with any other properties owned by the same owner in the City of Robbinsdale.

Service Fee for Failure to Attend Initial/Conversion Training or Crime Free Housing Training (Section 425.31, Subd 4)

\$100 for each month that training is not completed for a maximum of three months. If after 3 months (9 months after license issuance) the training has not been completed, the rental license(s) may be subject to suspension or revocation by the City Council.

Failure to Provide Copy of Lease Addendum

\$100

After one month, rental license is subject to suspension or revocation by the City Council.

Failure to Terminate Tenancy (425.32, Subd 5b)

\$750

For each month, after 3 months, the rental license is subject to suspension or revocation by the City Council.

Re-inspection Fees

\$50 for each unit requiring re-inspection for the second and each subsequent re-inspection visit necessitated by required repairs not being completed or access being denied. If the initial inspection has a series of deadlines, the initial re-inspection of each group of items would be covered in the base license fee.

Interim Inspection Fees:

\$50 for each visit required to inspect legitimate maintenance concerns reported by tenant, area resident, or observed by City Staff between the bi-annual licensing inspections.

Administrative Fees:

Surcharge for failure to schedule required inspection: An administrative fee of \$50 will be assessed as a surcharge when a required inspection is 10 days past due and the owner or owner's representative has not scheduled the appointment and staff is required to make this contact.

Surcharge for failure to obtain/renew a rental property license:

An escalating administrative fee will be assessed as a surcharge when a rental property owner fails to apply for or comply with requirements allowing for issuance of a rental license:

Four or more units:

5-15 days after notification \$250

16-30 days after notification \$500

30+ days after notification \$2,000

One to three units:

5-15 days after notification \$200

16-30 days after notification \$400

30+ days after notification \$600

Appeal Fee

\$30/ filing of an appeal to City Council on a HMC order.

RENTAL INSPECTION REQUIREMENTS:

A City inspection is required on the rental property *before* the property can be occupied or a rental license issued. To schedule an inspection, please call 763-531-1268 or 763-531-1261. These numbers are equipped with a voice-mail feature so you may leave a message after hours. When leaving a message, please include your name, address of the property to be inspected, and a number in which we can reach you between the hours of 8 a.m. and 4:30 p.m., Monday through Friday. The Rental Dwelling License will *not* be issued if there are unpaid utilities and/or prior years property taxes owed and/or the rental dwelling and its premises do not conform to the ordinances of the City of Robbinsdale and the State of Minnesota. Corrections required for the occupant's safety must be completed *before* the license will be issued and *before* the rental dwelling is occupied. Renting without a license is a misdemeanor.

CHANGES IN RENTAL PROPERTY INFORMATION**OWNERSHIP CHANGES:**

The license is *non-transferable* upon sale of the property. However, the licensee *shall* be entitled to a license fee refund if he/she provides 1) proof of transfer of legal control or ownership, and 2) the name and address of the new property owner within 72 hours after the closing date. The license fee refund shall be prorated monthly and an administrative fee of \$50 shall be applied. A licensee *shall not* be entitled to a rental license fee refund if the rental license was revoked or suspended.

OWNER OR AGENT INFORMATION CHANGES:

The enforcement officer *must* be notified within 10 days of *any* change of ownership, change of owner residence and/or phone number(s), change of resident agent or change of resident agent address and/or phone number(s). To make any changes during the course of the license, please call 763-531-1268 or 763-531-1261.

VIOLATION WARNINGS AND CORRECTION ORDERS:

All violation warnings and correction orders will be served upon the property owner or the resident agent designated by the property owner.

UTILITY BILLING:

The property owner will be billed for City utilities including water, sewer, storm drainage, solid waste and streetlight services where available. These services are billed bi-monthly and payment is due on the second Tuesday of every other month. As a service to you, we may add a renter's name to the utility account and send the bill directly to them each month for payment. You will continue to receive a duplicate bill to notify you of any past due amount. **IT IS THE PROPERTY OWNER'S RESPONSIBILITY TO MAKE SURE THE UTILITY BILL IS PAID, EVEN IF THE RENTERS DO NOT. ANY DELINQUENT UTILITY BILL AMOUNTS WILL BE ASSESSED TO THE PROPERTY'S PROPERTY TAXES AND ADDED INTO THE PROPERTY'S TAXES THAT WILL BECOME PAYABLE THE NEXT YEAR. RENTAL LICENSES WILL NOT BE ISSUED WITH UNPAID UTILITIES OWED.** For questions or information regarding utility billing, please call (763) 531-1211.

PROPERTY TAXES:

IT IS THE PROPERTY OWNER'S RESPONSIBILITY TO MAKE SURE THE PROPERTY TAXES ARE PAID. RENTAL LICENSES WILL NOT BE ISSUED WITH PRIOR YEARS TAXES OWED. For questions or information regarding property taxes, please call (763) 531-1217.

SUBMITTING THE APPLICATION:

After completing the application you may either fax it along with your charge card information (a "Charge Card Information Form" is also available on our website) to 763-537-7344, Attn: Rental Licensing, or mail the application with the correct fee, or hand carry the application along with the correct fee to:

City of Robbinsdale
Attn: Rental Licensing
4100 Lakeview Ave N
Robbinsdale MN 55422

We accept MasterCard, Visa, American Express, Discover, cash or checks. If you wish to make a charge card payment, *please* use the "Charge Card Information" form and enclose it with the license application. **DO NOT WRITE YOUR CHARGE CARD INFORMATION DIRECTLY ON THE LICENSE APPLICATION.**

Applications submitted in which unpaid utilities and/or prior years property taxes are owed will be held until proof of payment is received from the City of Robbinsdale Finance Department. Incomplete applications, or applications submitted with the wrong fee amount, or applications not signed by the property owner(s) will not be accepted and will be returned.

CHARGE CARD INFORMATION

(We accept MasterCard, Visa, American Express and Discover)

1) To make a payment by charge card, please furnish the following information:

Type of Charge Card _____

Charge Account Holder's Name _____

Charge Account Number _____

Charge Card Expiration Date _____

2) For security purposes and to guard against fraud, we need the following information:

Numerical Address where Charge Card Bill is Mailed _____

(For example, if the charge card you are using has a billing address of 4100 Lakeview Ave. N., Robbinsdale, MN 55422, the "numerical address" entered on this line is; 4100)

Zip Code where Charge Card Bill is Mailed _____

(For example, if the charge card you are using has a billing address of 4100 Lakeview Ave. N., Robbinsdale, MN, 55422, the zip code entered on this line is; 55422)