

# City of Robbinsdale



## **Community Development Department - Rental Licensing Division**

4100 Lakeview Ave N Robbinsdale, MN 55422 ♦ Phone 763-531-1267 ♦ Fax 763-531-1200 [roce@ci.robbinsdale.mn.us](mailto:roce@ci.robbinsdale.mn.us)

## **RENTAL LICENSE APPLICATION**

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. **This application should not be used for the “renewal” of an existing rental property.**

- ✓ Rental Licenses are non-transferable between owners
- ✓ Rental Licenses are renewed biennial (every 2 years).

### Enclosed you will find:

- **The Rental License Application:** The OWNER of the property is required to fill out ALL the information and sign the application. Out of town owners are required to have a local agent or property manager. Payment can be made by check or credit card. Credit card page is included. *Please submit this application to Robbinsdale City Hall along with payment. Please note that checks/credit cards may not be processed the same day that application is submitted.*
- **Rental License Fees:** Enclosed is the fee schedule that explains all regular and prorated fees.
- **Rental Inspection Requirements:** These are the items that the Housing Inspector will look for when inspecting the property. Inspections occur on a biennial (every 2 years) basis. All rental properties are required to pass the rental inspection of the property in order to maintain the rental license. Please schedule this inspection as soon as you can.
  - NEW conversion inspections (property changing to rental status) must pass before tenants move in.
  - Existing Rentals with new owners must complete a “new owner walk-thru” inspection with the Housing Inspector. The biennial inspection schedule will stay the same.
  - All deficiencies from inspections need to be corrected within 30 days and re-inspected.

**All rental property owners or agents** are required to attend the mandatory **Rental Orientation Class** that is offered quarterly. You must attend this class within 6 months of application.

Please read all information carefully. Should you have any questions or concerns regarding fees, inspections or new ownership of a property please contact the number or email address below.

Maria Rainbolt

Community Development

Office Assistant

[mrainbolt@ci.robbinsdale.mn.us](mailto:mrainbolt@ci.robbinsdale.mn.us)

#763-531-1267

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.

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## 2019-2020 Rental License Application

### FOR OFFICE USE ONLY:

RENTAL LICENSE # \_\_\_\_\_

New Conversion \_\_\_\_\_ Change of Ownership \_\_\_\_\_ # MONTHS \_\_\_\_\_ From \_\_\_\_\_ Thru \_\_\_\_\_

New Conversion / Existing Owner Fee \$ \_\_\_\_\_ + License Fee \_\_\_\_\_ = Total \$ \_\_\_\_\_

Utilities: Current \_\_\_\_\_ Owed \$ \_\_\_\_\_ Checked by: \_\_\_\_\_

Property Taxes: Current \_\_\_\_\_ Owed \$ \_\_\_\_\_ Checked by: \_\_\_\_\_

Rental Inspection Date: \_\_\_\_\_

### ALL INFORMATION MUST BE FILLED OUT COMPLETELY (please print)

Rental Property Address: \_\_\_\_\_

Designate one of the following:  New Rental  Existing Rental with New Owner

Anticipated date the property will be rented (if new rental) or date of closing (if purchasing existing rental): \_\_\_\_\_

Type of dwelling to be licensed:

- Duplex (one side owner occupied)  Single Family Dwelling  4 Units or more  
 Duplex (2 sides rentals)  3 Unit Dwelling (see prorate page for breakdown)  
 Apartment Complex # of Units \_\_\_\_\_

Do you want your tenant(s) to receive a duplicate copy of the Utility Bill?  Yes  No  
(Bill would be addressed to service address as "Current Occupant")

### **OWNER INFORMATION** (PLEASE PRINT)

*Any changes to this information must be submitted to the City within 10 days.*

Property Owner Name: \_\_\_\_\_

Property Owner Mailing Address: \_\_\_\_\_  
(Please include City, State and Zip Code)

Property Owner Phone Number: \_\_\_\_\_ Alternate # \_\_\_\_\_

Property Owner Email Address: \_\_\_\_\_

- If the owner does not live within 50 miles of the rental unit, a local property manager / agent must be designated.

### **ADDITIONAL OWNER INFORMATION** (PLEASE PRINT)

*Any changes to this information must be submitted to the City within 10 days.*

Property Owner Name: \_\_\_\_\_

Property Owner Mailing Address: \_\_\_\_\_  
(Please include City, State and Zip Code)

Property Owner Phone Number: \_\_\_\_\_ Alternate # \_\_\_\_\_

Property Owner Email Address: \_\_\_\_\_

**AGENT INFORMATION (PLEASE PRINT)**

A resident Agent or Property Manager 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. *Any changes to this information must be submitted to the City within 10 days.*

Property Manager / Agent: \_\_\_\_\_

Property Manager / Agent Address: \_\_\_\_\_  
*(Please include City, State and Zip Code)*

Property Manager / Agent Phone #: \_\_\_\_\_ Alternate # \_\_\_\_\_

Property Manager / Agent Email: \_\_\_\_\_

**ADDITIONAL EMERGENCY CONTACT INFORMATION (PLEASE PRINT)**

***We need at least one name and phone # other than property owner or agent***

Emergency Contact Name: \_\_\_\_\_ Phone # \_\_\_\_\_

Emergency Contact Name: \_\_\_\_\_ Phone # \_\_\_\_\_

**AGREEMENT**

I/WE HEREBY UNDERSTAND AND AGREE THAT THIS RENTAL LICENSE WILL NOT BE ISSUED WITH UNPAID UTILITIES OR PRIOR YEAR’S 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 PROPERTY MAINTENANCE CODE (PMC).

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, IS TRUE AND ACCURATE IN ALL RESPECTS TO THE BEST OF MY/OUR KNOWLEDGE. 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 PROCSSSED WITHOUT IT. THE INFORMATION PROVIDED WILL CONSTITUTE A PUBLIC RECORD AND AS SUCH WILL BE AVAILABLE TO THE GENERAL PUBLIC UPON WRITTEN REQUEST.

I/WE HEREBY MAKE APPLICATION FOR A RENTAL LICENSE WITHIN THE CITY OF ROBBINSDALE:

\_\_\_\_\_  
Owner Signature Date

\_\_\_\_\_  
Additional Owner Signature Date

**Rental Inspection & Re-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 763-531-1267. It is the cities expectation is that all deficiencies will be corrected within 30 days of initial or biennial inspection (every 2 years). The Rental Dwelling License will *not* be issued if there are unpaid utilities, and/or prior year’s 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 Level V code violation - \$400 Citation.**

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## Rental License Application Fees

**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. Biennial license fees are prorated throughout the 2-year (24 month) licensing cycle. However, the “New Rental Conversion Fee” or the “Change in Ownership” is *not* prorated. If you are unsure of the license fee or have further questions, please call 763-531-1267 or 763-531-1261 before submitting this application. Checks received with the incorrect fee amount delays your application process.

<b>PRORATED FEE SCHEDULE FOR;</b>		<b>PRORATED FEE SCHEDULE FOR;</b>	
Single Family Dwellings <i>or</i> 2-Unit Dwellings With One Unit Occupied by the Property Owner <i>or</i> 3-Unit Dwellings With Two Units Occupied by the Property Owners		2-Unit Dwellings That are Non-Owner Occupied <i>or</i> 3-Unit Dwellings With One Unit Occupied by the Property Owner	
Number of Months	License Fee	Number of Months	License Fee
24 months = Jan 2019 thru Dec 2020	125.00	24 months = Jan 2019 thru Dec 2020	225.00
23 months = Feb 2019 thru Dec 2020	119.79	23 months = Feb 2019 thru Dec 2020	215.62
22 months = Mar 2019 thru Dec 2020	114.58	22 months = Mar 2019 thru Dec 2020	206.25
21 months = Apr 2019 thru Dec 2020	109.37	21 months = Apr 2019 thru Dec 2020	196.88
20 months = May 2019 thru Dec 2020	104.17	20 months = May 2019 thru Dec 2020	187.50
19 months = Jun 2019 thru Dec 2020	98.96	19 months = Jun 2019 thru Dec 2020	178.12
18 months = Jul 2019 thru Dec 2020	93.75	18 months = Jul 2019 thru Dec 2020	168.75
17 months = Aug 2019 thru Dec 2020	88.54	17 months = Aug 2019 thru Dec 2020	159.38
16 months = Sep 2019 thru Dec 2020	83.33	16 months = Sep 2019 thru Dec 2020	150.00
15 months = Oct 2019 thru Dec 2020	78.12	15 months = Oct 2019 thru Dec 2020	140.62
14 months = Nov 2019 thru Dec 2020	72.92	14 months = Nov 2019 thru Dec 2020	131.25
13 months = Dec 2019 thru Dec 2020	67.71	13 months = Dec 2019 thru Dec 2020	121.88

**IN ADDITION TO THE PRORATED RENTAL LICENSE FEE THE FOLLOWING FEE ALSO APPLIES:**

- Initial Inspection / Conversion Fee for a *New* Rental Dwelling.....**\$750** (one-time fee)
- Change in Ownership Fee for an *Existing* Rental Dwelling.....**\$500** (one-time fee)

**Rental License *Renewal* Fees are for a full 2-Years (Biennial) and 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

**SUBMITTING THE APPLICATION:** You may email the license application and the license fee to [roce@ci.robbinsdale.mn.us](mailto:roce@ci.robbinsdale.mn.us) or fax it to 763-531-1200 and provide credit card information below, or mail with a check, or bring personally to: City of Robbinsdale, 4100 Lakeview Ave N, Robbinsdale MN 55422.

Applications submitted in which unpaid utilities and/or prior years property taxes are owed will be rejected 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 as well.

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## CREDIT CARD INFORMATION

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

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**\*NOTE:** The City of Robbinsdale does *not* charge an additional fee when using a charge card\*

To make a payment by credit card, please provide the following information:

VISA     MASTER CARD     AMERICAN EXPRESS     DISCOVER

NAME OF CARD HOLDER: \_\_\_\_\_

CREDIT CARD ACCOUNT NUMBER: \_\_\_\_\_

CREDIT CARD EXPIRATION DATE: \_\_\_\_/\_\_\_\_

3 (or 4) DIGIT SECURITY CODE: \_\_\_\_\_

ZIP CODE ASSOCIATED WITH THIS CREDIT CARD: \_\_\_\_\_

# The Rental Housing Inspection commonly includes the following items:

## Interior Rooms

- **Condition of stairways, hand and guardrails including height and spacing. Lighting over stairs. Provide proper handrail and guardrails.**
- **Smoke and Carbon Monoxide Detectors are in the right places and are functioning properly.**
- General condition of the floors, walls and ceilings.
- Heating system, heat distribution. General level of maintenance.
- Water heater, water heater venting, general condition, water pipes and drain lines, leaks, improper repairs, proper venting and general condition of plumbing fixtures.
- Gas fired appliances, their flues and gas lines including yard grills.
- Open gas lines and proper shutoffs.
- Dryer exhaust venting and condition.
- Electrical panel, grounding of system, improper branch wiring, condition and grounding of electrical devices, cover plates.
- General conditions of habitable rooms and proper room sizes. Electrical cover plates, excessive rubbish or storage preventing normal room maintenance. Required heat source for all habitable rooms.
- Compliance with occupancy standards (overcrowding, excessive fire load).
- Kitchen conditions including sanitation, food prep surfaces, range, microwave, refrigerator, walls, cabinets, appliances and floor.
- Bathroom conditions including sanitation, leaks and fixture condition, ventilation, walls and floor.
- Level of attic insulation, if accessible.
- Window operation. Painted shut, broken sash ropes, drop hard, sash locks, clear openings in sleeping rooms (egress windows) etc.
- Storm doors (if present) and condition, missing parts, damage, deadbolts at main entry doors. Patio door locks.

## Exterior / Grounds

All exterior surfaces, including but not limited to, siding, roofs, foundations, doors, door and window frames, cornices, porches, trim/fascia, balconies, decks, fences and accessory structures must be maintained in good condition and be structurally sound so as not to pose a threat to health, safety or welfare.

- **The most common problem found in rental properties is the accumulation and improper management of trash, refuse or rubbish.** Rubbish issues, exterior storage, trash and recycle cart management and their placement. Includes materials between garages or inside window wells, or in the public street right-of-way.
- Height and condition of incoming electrical lines, electrical mast head, trees touching electrical lines. Condition of exterior electrical wiring, garage wiring. No extension cords used in-lieu of permanent wiring.
- Grass / weeds over 8" tall. Condition of fences. Improper composting operations, brush piles, lack of "ground cover" such as grass. Trees touching roofs. General grading and pitch of walks, patios to shed water away from the dwelling.
- Condition of walks, driveways, stoops, steps, hand and guardrails, decks, gutters and downspouts. Gutter systems are not required, but minimum standards apply if present.
- Loose, missing or decayed siding, trim on all structures including condition of doors and jambs. Damaged roofing material.
- General level of maintenance at all windows including screens, missing paint / putty, broken, missing, or cracked glass.
- Excessive peeling or missing paint. Condition of chimney.
- Escape access and ladders (if required) at egress wells.

## Garages

- Interiors are inspected if renter has access and if there is electrical power in the garage. Two spaces are required if the dwelling is a single family home, part of a two family dwelling, or a townhouse. 1.5 (off-street) vehicle parking spaces are required for each apartment rental dwelling.
- Exterior of garages are inspected as described above in exteriors/grounds.

*Call the Rental Housing Inspector at 763-531-1261 for specific inquiries about your situation.*

***All Corrections are to be complete within 30 days of initial or biennial inspection.***