

License Types

Licenses will be issued for a time period according to the license type. License type will be based on property code and nuisance violations noted during the initial or renewal license inspection or for a category verification inspection, along with excessive validated police service calls occurring over a year. License categories are performance based and more accurately depict the condition of the property and the City costs of service.

Type I—3 year

Minimum 1 inspection in 3 years
Phase I Crime Free Housing recommended

Type II—2 year

Minimum 1 inspection in 2 years
Phase I Crime Free Housing required

Type III—1 year

Minimum 1 inspection per year
Phases I and II Crime Free Housing required
Action Plan required

Type IV Provisional—6 months

Minimum 1 inspection every 6 months
Phases I, II, III Crime Free Housing required
Mitigation Plan required

Tenant/Landlord

The City of Brooklyn Center encourages good tenant/landlord relationships. The rights and duties of landlords and tenants in Minnesota is described in the handbook ***Landlords and Tenants: Rights and Responsibilities*** published by the Attorney General's office. This booklet covers lease agreements, background checks, screening, security deposits, evictions, and other tenant/landlord issues. Contact the Office of the Attorney General at 651-296-3353 to obtain a copy or visit their website at www.ag.state.mn.us and click on **Publications**.

Property Manager/Owner Coalition

The City of Brooklyn Center meets bi-monthly with ARM (Association for Responsible Management) members to discuss pertinent information regarding owning and managing rental property. Meetings are held in the Council Chambers at City Hall, 6301 Shingle Creek Parkway. For more information regarding the ARM meetings, call 763-569-3330.

Crime Free Housing

Phase I. For license categories other than Type I, an owner, manager, or local agent responsible for the operation of the rental property must complete the Phase I training of the Crime Free Housing Program or a similar course approved by the City Manager. Certification as a rental property manager may also satisfy this requirement. Phase I includes the following:

- Attend an eight-hour crime-free housing course presented by police, fire, public housing and others.
- Use a written lease including the Minnesota Crime Free Housing Lease Addendum.
- Check the criminal background of all prospective tenants and, upon request, provide a copy of Third Party Background Check procedures for Tenants.
- Actively pursue the eviction of tenants who violate the terms of the lease and/or the Crime Free Lease Addendum.

Phase II. Includes Phase I plus the following:

- Complete a Security Assessment and complete the security improvements recommended. This phase will certify that the rental property has met the security requirements for the tenant's safety.
- Attend a minimum of 25 percent of Owners/Managers Association Meetings.

Phase III. Includes Phases I and II plus the following:

- For properties with more than four units, conduct resident training annually for the residents where crime watch and crime prevention techniques are discussed.
- For properties with more than four units, hold regular resident meetings.
- Attend a minimum of 50 percent of Owners/Managers Association Meetings.
- Have no City Code violations that were not resolved in accordance with compliance orders within the past year.

Crime Free Housing Program

Becky Boie, Crime Prevention Specialist
763-503-3272
bboie@ci.brooklyn-center.mn.us



Rental Dwelling Licensing Program



6301 Shingle Creek Parkway
Brooklyn Center, MN 55430
Phone: 763-569-3300 TTY/Voice 711
Fax: 763-569-3494
www.cityofbrooklyncenter.org

4/10/15

License Requirements

Since June 1, 1975, the City of Brooklyn Center has required the licensing of rental property. The purpose is to assure that rental housing in the City is decent, safe, and sanitary and is so operated and maintained as not to become a nuisance to the neighborhood or to become an influence that fosters blight and deterioration or creates a disincentive to reinvestment in the community.

The operation of rental residential properties is a business enterprise that necessitates certain responsibilities. Operators are responsible to take such reasonable steps as are necessary to assure that the citizens of the City who occupy such units may pursue the quiet enjoyment of the normal activities of life in surroundings that are safe, secure, and sanitary; free from noise, nuisances, or annoyances; free from unreasonable fears about safety of persons and security of property; and suitable for raising children.

Do I Need a License?

If you own property and let it for occupancy but do not occupy the property, you must obtain a rental dwelling license, regardless of compensation or if the property is occupied by a relative.

Exceptions: A license is not required under the following circumstances:

- A single family dwelling or a dwelling unit in a duplex occupied by the building owner for a minimum of six months per calendar year.
- Rented rooms within an owner occupied dwelling unit.
- A residential property owned by a “snowbird” where the property is rented to another person for a period of less than 120 consecutive days while the owner is residing out of the State of Minnesota. The owner must occupy the property during the remainder of the year.
- Unoccupied dwelling units that have been issued a Vacant Building Registration.

What Happens If I Don't Get a Rental License?

Owners of a non-licensed rental property may be prosecuted and sentenced to rental penalties, prosecution charges and fines, and in some cases local confinement for rental license violation. Rental license violation is a misdemeanor.

Application Procedures

A rental dwelling license application can be obtained at City Hall or by visiting the City's website at www.cityofbrooklyncenter.org.

Application Submission

- A rental dwelling license application is required to be submitted with the appropriate fee to the City Clerk's Office at City Hall.
- The application must be filled out completely with owner name, address, phone number, date of birth, and agent information, if required.
- A local agent is required if the property owner lives outside of the Twin Cities Metropolitan Service Area.
- One time submission of a blank copy of your lease addendum for Crime-Free/Drug-Free Housing.

Application Review Process

- Once a complete application and fee are received, a health safety inspection is scheduled for the property.
- Owners of rental property must be current on property taxes and utility fees at all times.
- The City Council approves and authorizes the issuance of rental dwelling licenses only after the Compliance Official has determined that all life and health safety violations or discrepancies have been corrected and property taxes and utility fees are current.

Licensed Rental Properties

You can find out if a property is a licensed rental property by visiting the City's website at www.cityofbrooklyncenter.org and clicking on **Licensed Rental Properties**.

Questions

To obtain a rental dwelling license application or for more information on rental licensing, please call the Deputy City Clerk, 763-569-3308, Monday — Friday, 8:00 a.m. — 4:30 p.m.

License Fees

Single Family Dwelling

\$400—Initial License/New Owner

\$500—Rental Conversion [a single-family dwelling or single-family attached dwelling (townhouse, duplex) converted to a rental property or a registered residential vacant building reoccupied as a rental property]

Two Family Dwelling

\$200 per unit

Multiple Family Dwelling

\$200—Each Building

\$18—Each Unit

\$450—Minimum Base Fee

Rental Reinspections

1 to 3 units—\$100

4 or more units—\$100 for each common area, plus \$50 per unit

What you should know about the Rental Inspection

A letter with the time and date of the scheduled inspection will be sent to you after processing the rental application.

If the date or time is not convenient, please call and reschedule.

A reinspection fee will be charged for missed inspections.

The Owner or Agent is required to contact the Tenants at least 24 hours prior to the inspection (State Statute).

The Owner/Agent is required to be at the rental inspection for the safety of the City Inspectors. If the Owner/Agent is a “no show” a reinspection fee will be charged.

All animals must be caged during the inspection for the animal's safety, as well as the Inspector.

The Rental Inspection is a maintenance and life safety inspection requiring approximately 20-30 minutes to complete. An inspection checklist is sent with the letter scheduling the inspection.

After the inspection, an Inspection Report listing any repairs needed will be sent to the Owner/Agent. Generally, interior repairs are given a 30 day compliance date and exterior repairs a 60 day compliance date.