



## Information for Rental Property Owners

Any property occupied for rent or in exchange for any goods and services requires a rental license. Properties with 'relative homestead' tax exemption and owner occupied sleeping rooms are exempt from licensure.

### Housing & Code Enforcement Division

The Housing & Code Enforcement Division is responsible for licensing and inspecting rental properties. Our staff are here to help you in a variety of areas including:

- Providing information regarding owning, purchasing, modifying, and operating rental property
- Providing the most recent inspection reports for a property
- Answering questions regarding codes ordinances, permits, etc.
- Issuing corrective orders for ordinance violations

Staff routinely inspect rental properties to check for code compliance. Inspections occur during regular business hours (8am-4:30pm, M-F). State law requires that you notify tenants in advance of upcoming inspections. We also respond to complaints and incidents involving fire or property damage.

Inspection reports list violations, corrective actions, and compliance dates. If you feel that a violation was issued in error, or need more time to make a repair please contact our office at 320-255-7214 or email our staff.

Failure to correct violations may result in the issuance of administrative citations which can carry substantial fines and may result in the revocation of a rental license.

### Common Rental Property Violations

- Failure to maintain the interior and/or exterior of the structure to standards of the [International Property Maintenance Code](#) Section 300:41
- Missing or inoperable smoke detectors
- Unlicensed and/or inoperable vehicles
- Excess vehicles
- Parking on landscaped surfaces
- Over four unrelated individuals residing in a dwelling unit
- Garbage and debris outside

It is the property owner's duty to ensure the rental property is well maintained. When repairs are needed, the tenant should first contact the owner. If the owner fails to provide necessary repairs, the tenant can contact the Health and Inspections Department at (320) 255-7214.



### Dates to Remember

- October: renewal notices sent
- December 1st: renewal payments due (late payment requires double fee)

## Licensing Process

To license a rental property, submit a [Pre Rental License Application](#) with an inspection fee. An inspector will contact you to schedule the pre rental inspection. The property cannot be licensed until all outstanding violations are corrected. Once violations are corrected, a final application is mailed. After the final application and license fee are received, your rental license will be issued.



## Annual License Required

License renewal applications are mailed out each year and are due no later than December 1st. All rental licenses expire on December 31st.

## Transfer of Rental License

Every new owner of a rental property will apply for license transfer within 10 days. Rental transfers are not exempt from the \$150 pre rental fee or the license fee. The Health and Inspections staff will conduct an inspection of the property within 30 days of a rental license transfer. The license can be revoked if an inspection is not scheduled.

## License Fees

- [Pre Rental License Application](#) Fee.....\$150
- Non-Owner Occupied 1st Unit.....\$161
- Owner Occupied 1st Unit .....\$76
- Each additional unit.....\$22



### Conversion fee:

Dwellings not licensed as a rental property in the previous 12 months are subject to a \$500 rental conversion fee.

## Failure to License

Not Licensed? Having an unlicensed rental is unfair to your tenants, neighbors, and other property owners. It is also against the law. If a property is found to be rented without a license, an administrative citation in the amount of \$750 may be issued.

## Landlord Responsibility Ordinance

Landlord Responsibility Ordinance violations include noise, kegs, disorderly conduct, etc. If Landlord Responsibility Ordinance violations are reported by the Police Department on your property, these count as violations towards revocation of your rental license. You can provide a list of current contacts to our office. If the contacts request police assistance for potential violations, the incident does not count against your rental license.

## Rental Property Training Program

Help keep your rental property safe and secure! Rental property owners must complete the Rental Property Training. This free program provides an excellent opportunity to help make your rental properties safe and a desirable place to live in. To register, please contact the Crime Prevention Staff at (320) 345-4182 or go to the website <http://www.ci.stcloud.mn.us/676/Crime-Prevention>

## Landlord and Tenants-Rights and Responsibilities Handbook

[Minnesota Statute 504b.181, Subd. 2b](#) requires landlords to notify tenants that a handbook from the Minnesota Attorney General's Office is available to them. It is a summary of the laws about landlord-tenant relationships. The handbook is available from our office or online at:

<http://www.ag.state.mn.us/consumer/Handbooks/LT/default.asp>

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