



CITY OF FALCON HEIGHTS

2077 W Larpenteur Ave

Falcon Heights MN 55113

Phone 651-792-7600 Fax 651-792-7610

www.falconheights.org

2016 Rental License

Application Form

\$50.00 - License Fee (PER RENTAL DWELLING)

*Register online or by mail

FOR OFFICE USE
License Number:
Approval Date:
Amount Paid:
Receipt:
Inspection Date:
NC/C:

Address of Rental Property: _____

*If owner is a **Partnership** – information below should be provided for Managing Partner*

*If owner is a **Corporation** – information below should be provided for Chief Operating Officer*

*If dwelling is on **Contract for Deed** – information below should be provided for Contract Vendee*

Owner's Full Name or Business Name: _____

Owner's Email Address: _____

Owner's Address: _____ City, State and Zip _____

Owner's Cell Phone: (____) _____ Owner's Home or Work Phone: (____) _____

Below, list any agents or manager appointed by the owner to accept service of process and to receive or give receipt for notices and any agent actively involved in on-site maintenance or management of said dwelling. Agent and/or manager must live with the Seven County Metropolitan area and owner must conduct a background check by the police department (*per City Code, chapter 105, article III, sec 105.89*).

Name and title: _____ Phone: (____) _____

Full Address: _____ City, State and Zip _____

Manager Email _____

Applicant Signature _____

Description of this rental unit/dwelling. (Check the appropriate category and fill in remaining items.)

X	Rental Type	Additional information required
	Single room(s) in owner-occupied residence	Square feet of home _____ Square feet rented _____ Number of bedrooms rented _____ Number of tenants* _____
	Single family home	Square feet of home _____ Number of bedrooms _____ Number of tenants* _____
	Duplex or Triplex housing	Total number of units in this building _____ (Each unit must be licensed) Square feet this unit _____ Number of bedrooms this unit _____ Number of tenants this unit* _____

City code prohibits more than four (4) unrelated adults living in a dwelling unit. Square footage estimates acceptable

As a property owner of a rental dwelling you are required to read and follow the rules set forth in Chapter 105, Article 111 of the Falcon Heights City Code. If you would like the complete city code go to www.falconheights.org.

If your rental dwelling(s) is noncompliant you will be subjected to Administrative Penalties.

Falcon Heights City Code, chapter 105, article III: revised 12/11/13

License Approval. The Compliance Official may either approve or deny the license, or may delay action for up to sixty (60) days to permit the city to complete any investigation of the application or the applicant as deemed necessary. If the Compliance Official approves the license, a license shall be issued to the applicant. If the Compliance Official denies the application, a notice of denial shall be sent to the applicant at the business address provided on the application along with the reasons for the denial. The notice shall also inform the applicant of their right to appeal the decision to the city council pursuant to the process set forth in this chapter.

License Renewal.

Notwithstanding the application signature requirements, renewals of the license as required annually by this Code may be made by filling out the required renewal form furnished by the compliance official to the owner, operator or agent of a rental dwelling and mailing said form together with the required registration fee to the compliance official. Failure to file the completed application with the City at least sixty (60) days prior to the expiration of the license is a violation of this Article.

City Inspections.

Rental units shall be inspected in their entirety every twenty four (24) months. An application and payment is required annually on a continuous basis. Rental units that fail their first inspection will be subjected to additional inspections until an inspection certificate is given by the compliance official. Rental units that fail their first inspection will be subjected to an inspection the subsequent year.

The compliance official or designated representative may enter, examine and survey at all reasonable times all rental dwellings and premises after obtaining consent from an occupant of the premises. In the event that an occupant of the premises does not consent to entry by the compliance official or designate representative, and if there is probable cause to believe that an inspection is warranted, then application may be made to the court for an administrative or other search warrant for the purpose of inspecting the premises.

Maintenance Standards.

The owner's rental housing license may be suspended, revoked or denied renewal for failing to maintain the licensed building in compliance with the property maintenance code as set forth in chapter 105, article III of this Code or otherwise failing to comply with the requirements of the City Code or applicable state or federal law.

Every rental dwelling shall maintain the standards in chapter 105, article III, Housing Code and chapter 22, Blight, in addition to any other requirement of the ordinance of the city or special permits issued by the city, or the laws of the State of Minnesota.

Revocation, Suspension, and Civil Fines.

Violations. The following actions by property owners or license holders are misdemeanors and are subject to civil penalties, may constitute the basis for revocation of licenses and/or may result in injunctive action by the city. The property owner shall be responsible for the conduct of its agents or employees while engaged in normal business activities on the licensed premises. Any violation of this chapter shall be considered an act of the property owner or license holder for purposes of imposing a civil penalty or license revocation. If a license is revoked it is unlawful for the owner to permit new occupancy of any vacant rental unit, or any units that become vacant during license injunction.

Basis for Sanctions. The compliance official may revoke, suspend, deny or decline to renew any license issued under this chapter for part or all of a rental dwelling upon any of the following grounds:

- (1) **Leasing Without a License.** Leasing residential units without a license is subject to license suspension or revocation;
- (2) **Violation of Codes.** Violation of the city maintenance code, building code, or fire code;
- (3) **Hazardous or Uninhabitable Units.** Leasing units that are deemed hazardous or uninhabitable or units within a building that are deemed hazardous or uninhabitable;
- (4) **Commission of a Felony.** Commission of a felony related to the licensed activity by the property owner or manager;
- (5) **Consideration of Suspension or Revocation.** At any time during a license period, if a rental property does not meet or exceed the criteria established for the current license, the license may be brought forth to the city council for consideration of license suspension or revocation;
- (6) **Updated Application Requirement.** Failure to provide an updated application with current information within thirty (30) days of application renewal request from the city;
- (7) **False Statements.** False statements on any application or other information or report required by this chapter to be given by the applicant or licensee;
- (8) **Fees.** Failure to pay any application, inspection, penalty, reinspection or reinstatement fee required either by this section or city council resolution. Fee amounts are subjected to change through the city fee schedule;
- (9) **Correction of Deficiencies.** Failure to correct dwelling deficiencies in the time specified in a compliance order;
- (10) **Inspection.** Failure to schedule an inspection within ninety (90) days of application filed and/or allow an authorized inspection of a rental dwelling;
- (11) **Violation of Statute.** Violation of an owner's duties under Minnesota statutes sections 299C.66 to 299C.71 ("Kari Koskinen manager background check act");
- (12) **Delinquent Taxes or Fines.** Real estate or personal property taxes or municipal utilities have become delinquent or have unpaid fines.

Penalties.

- (1) **Revocation.** Any violation of this chapter may be grounds to revoke a license. Any civil penalty, revocation or combination thereof under this section does not preclude criminal prosecution under this chapter or Minnesota statutes. All fines are cumulative and revocation periods will run consecutively.

- (2) **Violation.** Any person that maintains a rental dwelling without having a property registered or after the registration for the property has been revoked or suspended or who permits new occupancy in violation is guilty of a misdemeanor and upon conviction is subject to a fine and imprisonment as prescribed by state law.
 - a. First Violation
Compliance Official will give notice to the licensee of the violation, request fine payment and direct the licensee to take steps to prevent further violations.

 - b. Second Violation
If a second violation occurs within sixty (60) days of a first violation the Compliance Official will give notice to the licensee of the violation, request fine payment and direct the licensee to take steps to prevent further violations.

 - c. Third or More Violation
If another instance of violations occurs within sixty (60) days of the calendar year Compliance Official will give notice to the licensee of the violation, request fine payment and direct the licensee to take steps to prevent further violations. If a fourth or subsequent violation occurs suspension of the license will be pending until a hearing.

- (3) **Suspension.** The city council may temporarily suspend a license pending a hearing on the suspension or revocation when, in its judgment, the public health, safety, and welfare is endangered by the continuance of the licensed activity.

- (4) **Civil Fines.** The city council may impose civil fines in addition to revocation or suspension for violations of any provision of this chapter as follows:

Within One Calendar Year	Fine Per Unit/Common Building
First Violation	\$300.00
Second Violation	\$600.00
Third or more within a 12 month period	\$900.00
Renting without a license after 30 days' notice shall be subject to \$1,000.00 fine per unit and also be a misdemeanor offense	