

# Frequently Asked Questions

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## *Rental Housing Licensing Program*

**1. Why is the City requiring rental properties to be licensed?**

*This program supports the City's goal of preserving stable neighborhoods and property values. A number of issues have been raised regarding the City's rental housing stock, including maintenance, use and/or activity. A licensing program enables a community to ensure that these units and properties are maintained in a manner that provides decent housing for residents and upholds the property maintenance standards of the community. Other issues with respect to rental housing reflect the property owner's responsibility to assure that citizens who occupy these units pursue lifestyles that are safe, secure and do not create nuisances for surrounding property owners.*

**2. How much will it cost to license my property?**

*License fees are based on the classification of the unit. Re-inspection fees will be charged if City staff cannot access the property during the initial scheduled inspection and after the second inspection if corrections are needed.*

*Annual Fee: \$67 for 1 and 2 units; \$67 plus \$15 per unit for 3 or more units.*

*Re-inspection Fee: \$67.*

**3. What data source(s) were used to determine whether or not a property might be rental property?**

*Data from a variety of public information sources were used, including Anoka County tax records. Anoka County tax records provide information regarding property owner's name and address, non-homestead and homestead classifications, and number of units in a structure. Owners of properties classified as non-homestead as well as those that contain more than one unit were identified as potential rental properties.*

**4. I am not renting my property but for some reason it was included in the City's database. What do I need to do to prove the property is not being rented?**

*You will need to contact the City to verify that the property is not being rented.*

**5. I am renting out a townhome unit that I own. Am I required to apply for a license?**

*Yes. The licensing ordinance applies to all multiple dwelling units that are being rented, including condominiums, townhomes, duplexes and apartments.*

**6. I own more than one rental property in Lino Lakes. Do I need to obtain more than one license?**

*Yes. A license is required for each property that is being rented.*

**7. I live out-of-state. Do I need to hire a management company to oversee my rental property?**

*No; however, rental property owners must designate an agent. This agent will be the City's primary contact and is responsible for the maintenance of the dwelling, receipt of compliance orders and all other services associated with the license. A tenant may serve as your agent; however, the City must be notified within five business days of any change in the identification of your agent.*

**8. After I apply for the license, what does the City review during the licensing process?**

*When an application for a license is received, the City will review information on file to verify that the property is in compliance with City ordinances and that real estate taxes and utility bills have been paid. In addition, police calls will be reviewed to determine if there are conduct issues occurring on the property.*

**9. How long is the license valid? Does the license need to be renewed?**

*The Rental Housing License is an annual license that is issued for a calendar year. The license will need to be renewed each year if the property continues to be rented. The City will send out annual renewal notices.*

**10. Does the license need to be kept at the rental property?**

*Yes. The licensee shall post the receipted copy of the license in a conspicuous public corridor, hallway or lobby of the licensed multiple dwelling. The license shall be displayed in a frame with a glass covering.*

**11. Are there any penalties if I choose not to license my rental property with the City?**

*Yes. Violation of the City's ordinance is considered a misdemeanor punishable by a maximum fine of \$1,000 or 90 days in jail or both.*

## ***Rental Housing Licensing Program - Inspections***

### **1. When will an inspection be scheduled?**

*City staff will contact you to set up the inspection once we receive a completed application. Inspections will be conducted every year. As the property owner, it is your responsibility to notify tenants of the scheduled inspection. Please note that a re-inspection fee will be charged if City staff cannot access the property or dwelling unit during the scheduled inspection timeframe. If you need to cancel and re-schedule the inspection, please contact City staff at least 24 hours in advance of the scheduled inspection date.*

### **2. What is City staff looking for during the inspection?**

*City staff will review the exterior and interior of the property to insure that it complies with the City's ordinances regarding rental housing.*

### **3. How do I know if the property passed the inspection?**

*City staff will leave a compliance form at the premises that will identify whether or not corrections are needed. If the property does not pass the inspection, this compliance form or compliance order will indicate the corrections needed and the timeframe in which they are to be completed.*

### **4. If my rental property fails the inspection, will my license be revoked?**

*An order will be written to identify what corrections need to be made. This order will establish a timeframe to correct the violation and a re-inspection date will be set. A fee is not charged for this initial re-inspection; however, a fee will be charged for any subsequent re-inspections that are needed to verify that the corrections have been completed. If progress is not being made on the corrections, the City Council does have the authority to suspend or revoke the license.*