



City of South St. Paul

Licensing/Code Enforcement Division

125 Third Avenue North, South St. Paul, MN 55075

Phone: (651) 554-3229 Fax: (651) 554-3211

For Office Use Only

License # _____ Amount Paid: \$ _____

Applicant # _____

Inspection Dated: _____ Type: TOS or Rental (circle)

Inspection Expires: _____

Rental Property License Application

LICENSE FEE: \$30.00 per unit per year. License will be valid from time of approval to May 31st. License must be renewed annually, after which the license will be valid from June 1st to May 31st.

BACKGROUND INVESTIGATION FEE: \$25.00 for any **NEW** applicant. This fee does not apply to existing Rental License holders.

Please complete all areas of application and submit along with payment and completed inspection.

Processing of your license may be delayed if application is incomplete.

LICENSE YEAR _____

Property Address

Total Number of Units: _____

Please attach a list of all properties if applicable (townhouses & apartments)

Type of Unit (select one)

- Single Family Townhouse Apartment
- Duplex Triplex Fourplex
- Condo Mobile Home

Total Number of Units to be listed as Registered Housing with Supportive Services: _____

Property Owner Information

Send copy of License (___) Send copy of Renewal (___)

Applicant Full Name (First, Middle, Last):

Date of Birth:

Business Name, if applicable:

Street Address (P.O. Boxes Not Accepted):

City, State, Zip

Home or Business Phone:

Cell Phone:

Fax Number:

Email:

Driver's License No.:

State of Issuance:

Minnesota law requires the City to obtain tax identification for all license applicants. If not provided, your application will not be processed.

Federal Tax ID: _____ State Tax ID: _____ Social Security No.: _____

Manager/Management Company Information (will provide tenant Register upon request)

Send copy of License (___) Send copy of Renewal (___)

Name of Management Company:

Name of Manager/Contact:

Second Contact (if applicable):

Street Address:

City, State, Zip

Home Phone:

Cell Phone:

Email

Fax:

REQUIRED: ALL SECTIONS MUST BE COMPLETED

I. SOUTH METRO FIRE DEPARTMENT - FIRE DETECTOR AFFIDAVIT

Smoke Detector Inspection Affidavit

- Yes I have personally inspected and tested the smoke detectors on this property and all were found to be in place and in working order.
- Yes I affirm that I have explained to an occupant of each dwelling the location and operation of each smoke detector, instructions describing the action to be taken when an alarm sounds, procedure for periodic testing, and contacting the owner when a low-battery tone, power light failure or an inoperative or defective smoke detector occurs.

II. VIOLATIONS/REVOCATIONS

- A) Have you, as the Applicant, ever been convicted of any felony, crime or violation of any ordinance, other than traffic? Yes No
If yes, give date, place and nature of conviction: _____
- B) Have you ever had a license revoked or been issued a Provisional Rental License in another City? Yes No
If yes, list any and all Cities: _____

III. RENTAL PROPERTIES OWNED

If you own other rental properties, please provide addresses of at least three properties:

- Street Address: _____, City: _____, State: _____
- Street Address: _____, City: _____, State: _____
- Street Address: _____, City: _____, State: _____

IV. CERTIFICATE OF COMPLIANCE - MINNESOTA WORKERS' COMPENSATION LAW

**** Your license will not be issued without the following information - you must complete either Section A or B below.**

Minnesota Statute, Sec. 176.182, requires every state and local licensing agency to withhold the issuance or renewal of a license or permit to operate a business in Minnesota until the Applicant presents acceptable evidence of compliance with the workers' compensation insurance coverage requirement of Minnesota Statutes Chapter 176. If this information is not provided or is falsely stated, it shall result in a \$2,000 penalty assessed against the Applicant by the Commissioner of the Department of Labor and Industry. A valid workers' compensation policy must be kept in effect at all times by employers, as required by law.

Section A: WORKERS' COMPENSATION INSURANCE POLICY INFORMATION (for businesses with employees)

Insurance Company Name (not the agent): _____

Policy Number: _____ Effective Date: _____ Expiration Date: _____

Section B: REASON FOR EXEMPTION FROM WORKERS' COMPENSATION INSURANCE (for businesses with no employees or other coverage)

For questions on obtaining workers' compensation coverage or exemptions, call (651) 284-5032 or (800) 342-5354.

- I have no employees (see Minnesota Statute 176.011, Sub. 9, for the definition of an employee).
- I am self-insured for workers' compensation (attach a copy of the authorization to self-insure from the Minnesota Department of Commerce).
- I have employees but they are not covered by the workers' compensation law (see Minnesota Statute 176.041 for a list of excluded employees). Explain why your employees are not covered: _____

V. SIGNATURE REQUIRED

I certify the information provided on this form is accurate and complete. If I am signing on behalf of a business, I certify that I am authorized to sign on behalf of the business. I have read and understand all the laws and ordinances pertaining to the operation of a rental dwelling in the city of South St. Paul. It is agreed that notification to the City will be provided in writing within five (5) days of any change of ownership, management company information, or the number of rental units. I authorize the City or its Vendor and other City Officials to investigate all facts set out in this application. I understand that the purpose of permitting the City to have access to this information is to determine my suitability for issuance of a Rental License in the City of South St. Paul. I further understand that I am not legally required to supply the requested data but, that by refusing to comply, my license application may be denied. I understand that my residence address and telephone number will be considered public data unless I request this information to be private and provide an alternate address and telephone number.

Signature (Applicant, Owner, Partner or Corporate Officer)

Date

Printed Name (Applicant, Owner, Partner or Corporate Officer)

Any questions, contact Shirley Buecksler
at (651) 554-3229 or
sbuecksler@southstpaul.org

BACKGROUND INVESTIGATION CONSENT RELEASE

As a license applicant, I hereby give my consent for a personal background investigation, to include a criminal history check, to be used in the determination of whether my application is to be approved. The results of such investigation shall be made public pursuant to appropriate City Council approval or denial of the license application. I understand that I am under no legal obligation to consent to such investigation, but that my refusal to so consent may be the basis for denying my application.

TENNESSEN WARNING: In connection with your request for a license, the City has asked that you provide information about yourself which may be classified as private, confidential, nonpublic, or protected nonpublic under the Minnesota Government Data Practices Act. This means that this data is not ordinarily available to the general public. Accordingly, the City is required to inform you of the following:

- The purpose and intended use of the information requested is to determine if you are eligible for a license from the City of South St. Paul.
- You are not legally obligated to supply the requested information.
- The known consequences of supplying the requested information is that the information or further investigation could disclose information which could cause your application to be denied.
- The known consequences of refusing to supply the requested information is that your request for a license cannot be processed.
- A criminal charge, arrest, or conviction will not necessarily bar you from obtaining a license with the City, unless the conviction is related to the matter for which the license is sought, according to Minnesota Statute 364.03. However, failure to reveal the requested criminal information will be considered falsification of the application and may be used as grounds for the denial of the application.
- Other governmental agencies necessary to process your application are authorized by law to receive the information provided.
- The City is required by law to furnish some of this information to the Department of Labor and Industry and the Minnesota Commissioner of Revenue.

By signing below, the undersigned acknowledges that he/she has read and understands the contents of this notice.

Applicant Full Name (First, Middle, Last): _____

Applicant Date of Birth (mm/dd/yyyy): _____

Signature

Date

*These statements are true, correct and are made with the knowledge that this information may be made public.
False disclosures are subject to perjury proceedings and forfeiture of the license application.*

Remit Completed Application to:

City of South St. Paul
Licensing Division
125 Third Avenue North
South St. Paul, MN 55075

Phone: (651) 554-3229
Fax: (651) 554-3211

ARTICLE VII. - RESIDENTIAL RENTAL HOUSING^[3]

Sec. 106-230. - Purpose.

It is the purpose of this article to protect the public health, safety and welfare of the citizens of the city who live in rental units, the property owners who operate and manage rental units, and the general public who reside next to rental units, by adopting a rental dwelling inspection and maintenance program that corrects substandard conditions and maintains a standard for existing and newly constructed rental dwellings in the city. The operation of rental properties is a business enterprise that includes certain responsibilities. Rental owners, operators and managers are responsible for taking such reasonable steps as are necessary to ensure that the citizens who occupy such rental units, as well as neighboring properties, may pursue the quiet enjoyment of the normal activities of life in surroundings that are safe, secure, and sanitary, free from noise, nuisances and annoyances, and free from unreasonable fears about safety of persons and property.

(Ord. No. 1300, § 1, 2-1-2016)

Sec. 106-231. - Definitions.

Words used in this article shall have the following meanings unless otherwise defined in this article.

Alternative inspection report means a rental dwelling inspection report that the applicant obtains from an independent building inspector or for insurance-related or mortgage-related purposes, or another inspection report deemed acceptable by the city's building official.

Apartment means a community, complex or building having a common owner and containing at least one rental dwelling unit.

Boardinghouse means a building other than a motel or hotel where, for compensation and by prearrangement for definite periods, meals or lodging are provided for more than three unrelated persons.

City approved inspector's report or *inspection report* means a rental dwelling inspection report prepared and signed by a housing evaluator.

City administrator means the South St. Paul City Administrator or his or her designee.

Dwelling means a building or one or more portions of a building occupied or intended to be occupied for residential purposes.

Family means those persons legally related to each other in a linear relationship such as spouses, grandparents, parents, children, grandchildren and siblings. Family does not include branching relationships such as aunts, uncles or cousins.

Housing evaluator means an independent inspector who is licensed by the city as an evaluator, pursuant to section 106-181.

Let for occupancy or to let or to rent means to permit possession or occupancy of a dwelling or rental dwelling unit by a person who is not the legal owner of record thereof, pursuant to a written or unwritten lease.

Occupant or tenant means any person living or sleeping in a dwelling unit, or having possession of a space within a dwelling unit.

Operate means to rent, lease or grant the use and possession of a rental dwelling unit, whether or not compensation is paid.

Operator or manager means any person who has charge, care or control of a structure or premises that is let or offered for occupancy.

Owner or licensee means any person, agent, or operator having a legal or equitable interest in the property or recorded in the official state, county or city records as holding title to the property or otherwise having control of the property.

Person may be an individual, corporation, firm, association, company, partnership, organization or any other group acting as a unit.

Rental dwelling means any dwelling used for residential occupancy by one or more persons who are not the owner or a member of the owner's family.

Rental dwelling unit means any room or rooms, or space, in any rental dwelling designed or used for residential occupancy by one or more persons who are not the owner or a member of the owner's family.

(Ord. No. 1300, § 1, 2-1-2016)

Sec. 106-232. - License required.

(a) *General rules.*

- (1) No person shall operate a rental dwelling or rental dwelling unit in the city without a license pursuant to City Code chapter 18, article II.
- (2) No person shall operate a boardinghouse in any zoning district within the city, which means

that no more than three unrelated persons may reside in one rental dwelling.

- (b) *Applications.* An application for a license shall be made on a form provided by the city. The license application shall include:
- (1) *Property owner information.*
 - a. The name, address, and complete information of the property owner, if the property owner is an individual.
 - b. The name, address and complete information of at least one officer, manager or director, if the property owner is a business entity.
 - (2) *Property contact information.* For single-family residential dwellings, the license applicant must provide 24-hour contact information for one person in any of the following categories, which shall be kept current for the term of the license. For all other types of dwellings, the license applicant must provide 24-hour contact information for two people in any of the following categories:
 - a. At least one owner of the rental dwelling or rental dwelling unit.
 - b. At least one person, if different from the owner, who is responsible for compliance with this and any other code requirement pertaining to the rental dwelling or rental dwelling unit, such as a manager.
 - c. Any of the owner's agents responsible for management of the rental dwelling or rental dwelling unit, such as a property management company and the name and contact information of a person at the property management company.
 - d. Any vendors and all vendees, if the rental dwelling or rental dwelling unit is being sold pursuant to a contract for deed.
 - (3) *Number and type of units.* The license application must contain the number of units and types of units (condominium, apartment, townhome, etc.) within the rental dwelling.
 - (4) *Inspection report.* The license application must be accompanied by a satisfactory city approved inspector's report or an alternative inspection report that is dated within the 48 months preceding the application date.
 - (5) *Notification of changes.* The city clerk must be notified in writing of any changes to the information provided on the application.
 - (6) *Existing license holders.* Owners of rental dwellings who hold a multi-year rental property license from the city as of the effective date of this article, shall apply for a license pursuant to this article and shall comply with all requirements contained herein, unless otherwise noted. The license application fee for the owner's new license shall be off-set against the pro-rated portion of the remaining term of the owner's current license. No annual fee shall be due on

any renewal license until the current license would have automatically expired. The satisfactory city approved inspection report or alternative inspection report must be dated within the 48 months preceding the application date.

(Ord. No. 1300, § 1, 2-1-2016)

Sec. 106-233. - Investigations.

- (a) In order to protect the general welfare of the public for all applications, a background investigation will be conducted on the owner listed on any new application. The city may request additional information from the applicant regarding all property owners, if the property is owned by individuals or regarding all officers, managers, or directors, if the property is owned by a business entity, and may conduct additional background investigations as it deems necessary. The applicant shall pay a background investigation fee for each background investigation conducted, as set by resolution adopted by the city council.
- (b) *Authorization.* At the time of making a new application, the applicant must provide written authorization to the city to investigate all facts set out in the application and to do a personal and business background investigation on the applicant. A criminal background investigation shall be conducted as part of a personal background investigation. The information obtained from the investigation shall be used to assist the police chief in making a recommendation to the city council as to whether the applicant should be granted a license. The recommendation may be based on the following criteria:
 - (1) Whether the applicant was convicted of a crime or offense in the last five years involving or directly relating to the business for which a license is sought; or
 - (2) Whether there is a material misrepresentation in the application.

(Ord. No. 1300, § 1, 2-1-2016)

Sec. 106-234. - Changes in ownership.

A license is nontransferable. If there is a change in the ownership of the rental dwelling or rental dwelling unit, a new license is required.

(Ord. No. 1300, § 1, 2-1-2016)

Sec. 106-235. - Changes in the rental dwelling or rental dwelling unit.

If changes are made in the number or type of units, the licensee shall amend its license in accordance with the provisions of subsection 106-232(b).

(Ord. No. 1300, § 1, 2-1-2016)

Sec. 106-236. - Annual license.

Persons desiring to let rental dwellings or rental dwelling units must make an annual application to the city, provide the information required by this section and pay the applicable license fees prior to any new or renewal license being issued.

(Ord. No. 1300, § 1, 2-1-2016)

Sec. 106-237. - Conditions of the license.

As conditions of the license, the licensee must do the following:

- (1) *Tenant register.* Maintain a current register of tenants and other persons who have a lawful right to occupancy of rental dwellings or rental dwelling units, which must be available for inspection by city officials upon request. The licensee must designate the name of the person or persons who will have possession of the register and must promptly notify the city administrator of any change in the identity, address or telephone numbers of such person. For purposes of this section, "current" means that the register is updated every 30 days.
- (2) *Fire certification.* Execute a statement that the smoke detectors are properly installed and operable and that the fire exits are accessible.
- (3) *Tenant screening certification.* Execute a statement that the licensee has a screening process the licensee uses during the approval process of each tenant to attempt to insure quality tenants occupy the rental dwelling.
- (4) *Minnesota Crime-Free Lease Addendum.* Use the Minnesota Crime-Free Lease Addendum, or its equivalent, as part of its leases.

(Ord. No. 1300, § 1, 2-1-2016)

Sec. 106-238. - Display of license certificate.

The license certificate must be exhibited in a conspicuous place at or near the entrance to the rental dwelling. One license certificate must be displayed for each building. If practical, the certificate must be displayed in the rental office or other common area accessible to all tenants of the licensed building.

(Ord. No. 1300, § 1, 2-1-2016)

Sec. 106-239. - Exemptions.

This section does not apply to and no license shall be required for hotels, motels, hospitals, state-licensed residential care facilities, assisted living facilities or nursing homes.

(Ord. No. 1300, § 1, 2-1-2016)

Sec. 106-240. - Responsibility for acts of manager.

Licensees are responsible for the acts or omissions of their managers as it pertains to the rental dwelling.

(Ord. No. 1300, § 1, 2-1-2016)

Sec. 106-241. - Maintenance standards.

(a) *Tenant responsibilities.* Tenants are responsible for the condition of the rental dwelling units that they occupy. The licensee is responsible for the maintenance of the rental dwelling units, and the lot on which the rental dwelling sits. It is ultimately the responsibility of the licensee to assure that every rental dwelling is maintained in compliance with all city ordinances and state laws. A violation of any of the following laws and ordinances constitutes a public nuisance:

- (1) Building code (chapter 106).
- (2) Animal ordinance (chapter 15).
- (3) Fire prevention code (chapter 30).
- (4) Parked or stored motor vehicles (chapter 58).
- (5) Public nuisance ordinance (chapter 34).
- (6) Solid waste ordinance (chapter 46).
- (7) Exterior storage (section 118-240).

(b) *Interior inspections of rental dwellings.* The building official, building inspector, fire department personnel, police officers and their respective representatives are authorized inspectors who may enter rental dwellings for purposes of making inspections reasonably necessary to enforce this section. The tenant and owner shall be given notice of the inspection by personal service, electronic communication, telephone contact or postmarked letter at least 72 hours prior to the time the inspection is made. All authorized inspectors noted in this section have the authority to enter any rental dwelling or rental dwelling unit at all reasonable times. Each tenant of a rental dwelling or rental dwelling unit shall give the owner, the owner's agent or authorized city official access to any part of such rental dwelling or rental dwelling unit at reasonable times for the purpose of inspection, maintenance, repairs or alterations as are necessary to comply with the provisions of

this article. An owner or tenant may refuse to permit entry to a rental dwelling or rental dwelling unit for an inspection pursuant to this article, in which case, the inspector may seek an administrative search warrant authorizing such inspection.

(Ord. No. 1300, § 1, 2-1-2016)

Sec. 106-242. - Conduct in rental dwelling or rental dwelling unit.

- (a) *Provisions.* It shall be the responsibility of the licensee to assure that persons occupying a rental dwelling unit conduct themselves and cause their guests to conduct themselves in such a manner as not to cause the rental dwelling or rental dwelling unit to be disorderly. For the purposes of this section, a rental dwelling or rental dwelling unit is disorderly at any time that any of the following activities occur:
- (1) Violation of subsection 38-79(f) (noisy parties);
 - (2) Violation of the laws relating to disorderly conduct, as defined in Minn. Stat. § 609.72;
 - (3) Violation of the laws relating to the possession of controlled substances, as defined in Minn. Stat. § 152.01;
 - (4) Violation of city code chapter 6 article III (unlawful sale of intoxicating liquor or 3.2 percent malt liquor) or violation of the laws relating to the sale of intoxicating liquor, as defined in Minn. Stat. § 340A.701, 340A.702, or 340A.703;
 - (5) Violation of the laws relating to liquor and minors, as defined in Minn. Stat. § 340A.503(1).
 - (6) Violation of the laws relating to prostitution or acts relating to prostitution, as defined in Minn. Stat. § 609.321, subd. 9, Minn. Stat. § 609.322 or 609.324;
 - (7) Violation of the laws relating to the unlawful use or possession of a firearm in a rental dwelling or rental dwelling unit, as defined in Minn. Stats. §§ 609.266—609.672;
 - (8) Violation of the laws relating to assault, as defined in Minn. Stat. § 609.224;
 - (9) Violation of the laws relating to contributing to the need for protection or services or delinquency of a minor, as defined in Minn. Stat. § 609.378;
 - (10) Violation of section 106-241 (maintenance standards).
- (b) *First violation.* Upon a determination by the city that a rental dwelling unit was used in a disorderly manner, as described in section 106-242, the city shall give written notice to the licensee and the tenant of the violation and direct the licensee to take steps to prevent further violations. Such notice shall comply with the requirements of a compliance letter issued pursuant to section 38-105 and notify the licensee that if another disorderly incident occurs within three months of the first incident, an administrative citation may be issued.
- (c)

Second violation (two incidents within three months). If a second incident of disorderly use of the rental dwelling unit occurs involving the same tenant within three months of the first notice, the city may issue an administrative citation pursuant to section 38-106. In addition, the council may consider denying, revoking or suspending the rental license pursuant to section 106-244.

- (d) *Third violation (three incidents within 12 months).* If a third incident of disorderly use of the rental dwelling unit occurs involving the same tenant within 12 months after the first violation noted above, the license for that rental dwelling or the rental dwelling unit may be denied, revoked or suspended pursuant to section 106-244. In addition, the city shall issue an administrative citation.
- (e) *Fourth violation (four incidents within 24 months).* If a fourth incident of disorderly use of the rental dwelling unit occurs involving the same tenant within 24 months after the first violation, the license for that rental dwelling or the rental dwelling unit may be denied, revoked or suspended pursuant to section 106-244. In addition, the city shall issue an administrative citation.

(Ord. No. 1300, § 1, 2-1-2016)

Sec. 106-243. - Reserved.

Sec. 106-244. - License denial, suspension, or revocation and administrative penalties.

- (a) *Grounds for denial, suspension or revocation.* The city council may deny, revoke or suspend a license for any of the following:
- (1) Any of the reasons enumerated in city code section 18-47(b) (revocation, suspension or denial of a business license).
 - (2) Any uncorrected violations of section 106-241 (maintenance standards).
 - (3) Violations of subsection 106-242(a) (code of conduct).
 - (4) Any other violation of this article.

Any temporary suspension, suspension or revocation shall comply with section 18-47(c) and (d).

- (b) *Nonexclusive remedy.* Enforcement actions provided in this section are not exclusive, and the council may take any action with respect to a licensee, a tenant or the licensed premises as is authorized by the city code, state or federal law.
- (c) *Reapplication.* Upon suspension or revocation of a license, the owner may not reapply for a license for a period of six months. Upon expiration of the six-month period, the applicant must re-apply by complying with all the provisions of section 106-232.
- (d) *Notification to tenants.* Upon suspension, revocation or nonrenewal of a license, the city will notify all affected tenants that the license has been revoked, suspended or not renewed, which may affect their requirement to pay rent.

(Ord. No. 1300, § 1, 2-1-2016)

Sec. 106-245. - Summary action.

- (a) *Emergency.* The building official has the authority to summarily condemn or close individual rental dwelling units or areas of the rental dwelling on the following basis:
- (1) When the conduct of any owner or owner's agent, representative, employee or lessee is detrimental to the public health, sanitation, safety and general welfare of the community;
 - (2) When the condition of the rental dwelling or rental dwelling unit is detrimental to the public health, sanitation, safety and general welfare of the community;
 - (3) When the property in or on which it is located, is in a condition such that it is detrimental to the public health, sanitation, safety and general welfare of the community; or
 - (4) When the behavior of the residents of the rental dwelling or rental dwelling unit constitutes a nuisance, fire hazard, or other unsafe or dangerous condition.
- (b) *Notice.* Notice of summary action will be posted at the units or areas affected and will describe the units or areas affected. No person shall remove the posted notice, other than the building official or a designated representative.
- (c) *Appeal.* Any person aggrieved by a decision or action of the building official to condemn all or part of a rental dwelling shall be entitled to appeal to the council by filing a notice of appeal with the city administrator. The city administrator must schedule a date for hearing before the council and notify the aggrieved person of the date. The hearing will be conducted pursuant to subsection 18-31(b).

(Ord. No. 1300, § 1, 2-1-2016)

Sec. 106-246. - Posted to prevent occupancy.

Whenever any rental dwelling or rental dwelling unit is found to be unfit for human habitation under the state building code, it shall be posted by the building official or any other designated representative of the city, on the door of the rental dwelling or rental dwelling unit, whichever the case may be, to prevent further occupancy. No person, other than the building official or the city representative, shall remove or alter any posting. The building official or city representative will post the date the rental dwelling or rental dwelling unit shall be vacated and no person shall reside in, occupy or cause to be occupied that rental dwelling or rental dwelling unit until the building official, the city representative or council permits it.

(Ord. No. 1300, § 1, 2-1-2016)

Sec. 106-247. - No warranty by city.

By enacting and undertaking to enforce this article, neither the city nor its council, agents or employees warrant or guaranty the safety, fitness or suitability or any rental dwelling or rental dwelling unit in the city. Owners and occupants should take appropriate steps to protect their interests, health, safety and welfare.

(Ord. No. 1300, § 1, 2-1-2016)