

**CITY OF NORTH OAKS**  
**ORDINANCE 121, AN ORDINANCE**  
**TO REGULATE RESIDENTIAL RENTAL PROPERTIES**

**Adding Title XI, Section 114 of the North Oaks Code of Ordinances relating to License Regulations for Residential Rental Properties.**

The City Council of the City of North Oaks does ordain as follows:

That the North Oaks Code of Ordinances be amended  
by adding thereto a new Section 114 to read as follows:

**§ 114.10. PURPOSE.**

The purpose and intent of this Ordinance is to regulate residential rental properties in the City to ensure that such properties are operated and maintained in accordance with the City's regulations and to ensure that rented homes are maintained as single family residences. The implementation of a rental-licensing program is a mechanism to ensure that rental housing will not become a nuisance to the neighborhood; will not foster blight and deterioration; and/or will not create a disincentive to reinvestment in the community.

The operation of rental housing entails certain responsibilities. Owners of rental housing are responsible to take the reasonable necessary steps to ensure that the citizens who occupy rental housing units may pursue the quiet enjoyment in the surrounding area that is safe, secure, private and sanitary; and free from crimes and criminal activity, noise, nuisances or annoyances; free from unreasonable fears about safety of persons and security of property.

**§ 114.20. DEFINITIONS.**

A. As used in this Ordinance, the following terms mean:

1. "Applicant" means the Owner of the Dwelling who applies for the license.
2. "Agent" means a person designated in writing by the Owner as the Owner's representative.
3. "Certificate of Compliance" means a document issued by the City, stating that the dwelling unit has been inspected and is in compliance with applicable property maintenance codes and regulations.
4. "City" means the city of North Oaks located in Minnesota.
5. "City Administrator" means the City Administrator or the City Administrator's designated representative.
6. "Dwelling" means a building or one or more portions thereof occupied or intended to be occupied for residential purposes; but not including rooms in motels, hotels, tents and recreational vehicles.
7. "Dwelling Unit" means a residential accommodation located within a dwelling that includes permanently installed cooking and sanitation facilities, designed or intended for use as living quarters for a single family.
8. "Multi-Family Dwelling" (MFD) means a Dwelling with more than one Dwelling Unit.

9. "Occupant" means a person who lives or sleeps in a Dwelling Unit.

10. "Owner" means a natural person who is the recorded or unrecorded owner of the dwelling unit, an individual, firm, corporation, association, partnership or any other legal entity.

11. "Rental Dwelling" means a Dwelling, Dwelling Unit or any part thereof, that is offered for rental or that the owner plans to offer for rental or permitted occupancy pursuant to an agreement, written or unwritten agreement, whether or not a fee is required by the agreement.

12. "Rental Dwelling License" means a license issued by the City in accordance with this Ordinance that allows occupancy of a Rental Dwelling by an Occupant other than the Owner and permits the Owner to charge, accept or retain compensation for any Rental Dwelling Unit in the City.

### **§ 114.30. LICENSE REQUIRED.**

A. Except as otherwise provided herein, the Owner may not:

1. Allow any Rental Dwelling, which the Owner has legal rights to, to be occupied, to let or offer to let to another person any Dwelling Unit for occupancy, and,
2. Charge, accept or retain compensation for any Rental Dwelling Unit, unless the Owner has a valid license or provisional license under the terms of this Ordinance. Owners are not required to obtain a license for family members directly related by blood or marriage, or servants living in the Owner's Dwelling. The application for a Rental Dwelling Unit rental license will be reviewed by the City Administrator in accordance with the provisions of this Ordinance, applicable ordinances, and other applicable rules and regulations.

### **§ 114.40. APPLICABILITY AND EXEMPTIONS.**

A. The provisions of this Ordinance must apply to all Rental Dwellings, including rented single family Dwellings, Multi-Dwelling Units within Dwellings, as well as to rented condominiums, rented townhouses and lease hold cooperative Dwelling Units, as those terms are defined in Minn. Statute Section 273.124, Subd. 6, Minnesota Statutes, Chapter 515A, Minnesota law and the City's municipal code.

B. The following persons or entities are exempt from the requirement of obtaining a license for a Rental Dwelling: facilities subject to licensing under Minn. Stat. 144, such as nursing homes, board and care homes. Also exempt are rental units maintained by a 501c (3) corporation pursuant to a planned unit development agreement in force between the non-profit corporation and the City. However, the aforesaid exempt persons or entities must comply with Section 114.120 herein.

### **§ 114.50. GENERAL LICENSING PROVISIONS.**

A. **Scope of Authority.** The City has the authority to exercise its licensing powers under this Ordinance, including the power to issue, renew, deny, revoke, and suspend licenses.

- B. **Investigations.** The City is empowered to conduct any and all investigations to verify the information on applications submitted under this Ordinance.
- C. **Scope of Rental.** The Owner must rent, let or let occupy the entire Rental Dwelling. Single family homes must be let in their entirety. Rental Dwellings that are townhomes or condominiums must be let in their entirety, to the extent that the Owner has title or right. MFDs, such as apartment buildings, must let each Rental Dwelling.
- D. **Provisional Licenses.** Upon application and approval by the City Administrator, the City may grant a provisional license for a Rental Dwelling to an Owner that is already occupied when this Ordinance becomes effective. A provisional license gives the Owner 30 days to comply with this Ordinance and allows the occupants to remain in the Rental Dwelling during the thirty (30) day period.

#### **§ 114.60. APPLICATION FOR A LICENSE.**

- A. The Owner of a Rental Dwelling must make written application to the City for renting the Dwelling Unit. The application for a license, or renewal of a license, must be made only upon forms furnished by the City and when completed by the Applicant, must be filed with the City, and must contain the following information:
  - 1. **Owner information.** The application must include the name, the business or residence address, for purposes of service of process and telephone number of the Owner.
    - a. When a contract for deed is applicable and unrecorded, the Owner of the Dwelling Unit (the seller) must obtain a Rental Dwelling License under this Ordinance for the Occupant (the buyer).
  - 2. **Designation of Agent.** If the Owner is not a natural person and/or resides outside of the sixteen-county metropolitan area consisting of the following counties: Hennepin, Rice, Wright, Anoka, Washington, McLeod, Ramsey, Dakota, Scott, Carver, Sherburne, Isanti, Chisago, Sibley, Le Sueur and Goodhue, then the Owner must appoint an Agent authorized to accept service of process and to receive and give receipt for notices. The Owner must provide the Agent's information: the name of the Agent, business or residence address, and telephone number of such Agent. The Agent must reside within the sixteen-county area of Hennepin, Rice, Wright, Anoka, Washington, McLeod, Ramsey, Dakota, Scott, Carver, Sherburne, Isanti, Chisago, Sibley, Le Sueur and Goodhue. The Owner or Agent must immediately notify the City if the Agent moves outside of the sixteen-county metropolitan area.
  - 3. For any address herein required, a post office box or commercial mail receiving service are not acceptable as an address.
  - 4. The phone number herein required must be of a phone number that is normally answerable twenty-four (24) hours a day, seven (7) days a week, not subject to normal business hours.
  - 5. Street address of the Rental Dwelling, and if a Dwelling Unit, the number or designation of the Dwelling Unit.
  - 6. Description of the Rental Dwelling (e.g., townhome, single family home, number of

bedrooms, number of bathrooms, etc.).

7. **Occupants.** Names of all adults at least (18) years of age residing in the Rental Dwelling, including any names they have ever used or been known by.

8. A statement as to whether the Owner has ever had a license for a Rental Dwelling denied, revoked or suspended, and the reason therefor.

9. **Insurance.** Proof of current insurance and policy coverage. The insurance must be based on the value of the Rental Dwelling. A certificate for current insurance must be provided at the time of application for the license.

10. Where applicable, a letter from the sub-association of the North Oaks Homeowners' Association of an area in which the Rental Dwelling is located stating that rental of the Rental Dwelling is allowed under the sub-association's current rules or covenants.

11. **Criminal background check required.** The City is interested in Rental Dwelling Owners being well informed about a prospective Occupant's past, regardless of whether or not the owner decides to enter into a lease with the prospective Occupant. Therefore, the Owner must conduct background checks on all prospective Occupants. Documentation of the background checks must be kept on file by the Owner for the length of the Occupant's lease.

12. In the event that any of the information provided in accordance with this Ordinance substantially changes, the Owner must promptly notify the City in writing of the change. Furthermore, for just cause, the City Administrator may require that an Owner complete and file a new or replacement application for any Rental Dwelling, giving Owner fourteen (14) days to comply.

B. The application may not be granted, or any granted license is subject to revocation or suspension, if one or more of the following is found to be true:

1. The Applicant is under eighteen (18) years of age.
2. The Agent is under eighteen (18) years of age.
3. A criminal background check of any Occupants 18 years of age and older has not been conducted pursuant to this Ordinance.
4. The Owner has failed to remedy prior municipal or statutory violations.
5. Upon inspection, the Rental Dwelling is considered to be substandard. The term substandard means not in compliance with any part of Section 114.100 herein.
6. The Owner and/or Occupants of the Rental Dwelling refuse an inspection.
7. Any due and payable real estate taxes, municipal utility bills, or penalties or assessed fees for the Dwelling Unit have not been paid.
8. Renting of the Dwelling Unit is in violation of any municipal, county, state or federal ordinances, regulations or statutes, or any applicable rules.
9. The Owner or Agent made oral or written misrepresentations of material facts in or accompanying the application.

C. The Applicant must comply with the following:

1. Applicant must make a reasonable inquiry to determine that all provisions of this Ordinance are complied with prior to filing an application for a license.
2. Applicant must promptly inform the City if any part of Section 114.60 is found not

to be true, or becomes not true, or if any changes or corrections are needed to the information provided in the application.

- D. **License fees and Investigation Fees.** The annual fee for a license and the investigation fee for the purpose of establishing a licensed Rental Dwelling are established by the City Council. Fees may be changed from time to time by resolution or ordinance of the City Council. If the license is denied by the City, then no part of the application fee or the investigation fee must be returned. No part of the annual license fee must be refunded if the license is suspended, revoked, or discontinued. A licensing fee must be paid for each application and no part of the application fee must be returned if the occupancy changes during the same calendar year.

#### **§ 114.70. LICENSE EXPIRATION AND RENEWAL.**

- A. Licenses issued under this Ordinance must expire on December 31st of each year.
- B. All Owners must apply for renewal of their licenses on a form provided by the City. An individual who is operating a Rental Dwelling after the license has expired is operating an unlicensed Rental Dwelling in violation of this Ordinance.
- C. A new license application is required for a change of ownership of a Rental Dwelling.
- D. Noncompliance with written orders duly issued pursuant to the inspection required under this Ordinance must constitute cause for the imposition of adverse license action, including but not limited to license denial.
- E. If the licensee discontinues rental use and re-occupies the converted Dwelling as an owner occupant, no part of the application fee, inspection fee or license fee will be returned.

#### **§ 114.80. REGULATIONS AND CONDITIONS OF LICENSE.**

The Owner of a Rental Dwelling must comply with the following regulations:

- A. **Property Maintenance.** No license for a Rental Dwelling may be issued or renewed unless the Rental Dwelling and its premises conform to all applicable ordinances of the City for maintaining at least a minimum level of property maintenance. The City Building Inspector is authorized to conduct inspections of Rental Dwellings to determine the compliance of the applicable provisions of municipal code and applicable law and regulations. The City may revoke any Rental Dwelling License for violations.
- B. **Property Conformance to Laws.** The Owner and Occupants of a Rental Dwelling, and any person or contractors in their employ, must comply with all applicable City, county, state or federal ordinances, regulations and laws which are applicable to the premises and to renting a Dwelling.

- C. **Individual's Conformance to Laws.** The Owner and Occupants of a Rental Dwelling and renters must permit inspections during regular business hours by the City's law enforcement agency, City Administrator, building inspector, or appropriate fire or health officials to determine compliance with the city regulations or other appropriate state or county regulations. Failure to allow inspection of the Rental Dwelling must result in a revocation of the Rental Dwelling License.
- D. All property taxes, city bills, fees, and penalties must be paid when due.
- E. The Rental Dwelling must be clean, sanitary and well maintained; all City, county, State or federal ordinances, regulations and laws must be complied with.
- F. The Owner must ensure and take all reasonable efforts to maintain the privacy, health, safety, and general welfare of the community.
- G. **Building Security.** Dwellings and Dwelling Units must comply with all applicable state law, regulation, municipal code, and International Fire Code, including, but not limited, to having any required locks on all entrances, windows, egresses, etc. to the Dwelling and Dwelling Unit.
- H. **Inspections.** No Rental Dwelling License may be issued or renewed unless the Owner agrees in the application to permit inspections of the identified Rental Dwelling. Inspections must be in accordance with Section 114.100 herein.
- I. **Access to Premises.** Every Occupant of a Rental Dwelling must, upon reasonable notice, give the Owner or Agent and the City Administrator or authorized representative access to any part of the Rental Dwelling at all reasonable times for the purpose of making inspections, repairs, or alterations as are necessary to effect compliance with the provisions of this code. If any Owner, Occupant, or other person in charge of the building refuses to permit free access and entry to the structure or premises under his control for inspection pursuant to this Ordinance, the City Administrator may refuse or revoke the Rental Dwelling License. The Owner will be charged for any fees or expenses incurred as a result of refusal of entry.
- J. **Response Required.** The Owner, Agent, or the person designated as responsible for the maintenance and management of the premises, whether that person is also the Owner or a designee of the Owner, is required to respond to inquiries from the City or the police department within ten (10) days from the date of inquiry. The duty imposed by this subsection to respond to inquiries includes a duty to attend an in-person meeting when reasonably scheduled by an employee of the departments referenced herein. Failure to respond in a reasonable period of time may lead to adverse license action pursuant to Section 114.120 of this Code.

- K. **Conduct on License Premises.** Tenant leases for all licensed Rental Dwellings must contain language applicable to Occupants that prohibits the Occupants from engaging in disorderly conduct. For purposes of this Ordinance, an Occupant will be considered disorderly if the Occupant violates:
1. Section 151.032 and Minnesota Administrative Rules Chapter 7030 relating to noise.
  2. Minnesota Statute 152.01 et seq. relating to the possession of controlled substances.
  3. Minnesota Statutes 609.72 relating to disorderly conduct.
  4. Minnesota Statutes 340A.701, 340A.702 and 340A.703 relating to the sale of intoxicating liquor.
  5. Minnesota Statutes 609.321, Subdivision 9, relating to prostitution or acts of prostitution.
  6. Minnesota Statutes 609.66 et seq. relating to the unlawful use or possession of firearms.
  7. Minnesota Statute 609.2242 relating to assault.
  8. Minnesota Statute 260C, et seq. relating to contributing to the need for protection or services or delinquency of a minor.
  9. Minnesota Statute 609.75 through 609.76 relating to gambling.
- L. **Fire Safety.** The Owner must comply with the provisions of the International Fire Code, or the most applicable fire safety code recognized by the City.
- M. **Crime Free/Drug Free Lease Addendum.** All tenant leases signed following the enactment of this Section, except for state-licensed residential facilities and subject to all state and federal laws, must contain the following Crime Free Housing language or equivalent thereof in said lease or in the form of an addendum:
1. Occupant, any members of the Occupant's household or a guest or other person under the Occupant's control, may not engage in or facilitate illegal activity, including drug-related illegal activity, on or near the premises. "Drug related illegal activity" means the illegal manufacture, sale, distribution, purchase, use or possession with the intent to manufacture, sell, distribute, or use of a controlled substance (as defined in Section 102 of the Controlled Substance Act (21 U.S.C. 802) or possession of drug paraphernalia.
  2. Occupant, any member of the Occupant's household or guest or other person under the Occupant's control may not engage in acts of violence or threats of violence, including but not limited to the unlawful discharge of firearms, prostitution, criminal street gang activity, or acts which otherwise jeopardize the health, safety and welfare of the landlord, his agents or tenants.
- N. Violation of any of the above provisions of Section 114.80 herein is a material violation of the lease and good cause for immediate termination and revocation of the rental license.

## § 114.90. INSPECTIONS.

- A. The City is also empowered to conduct inspections and to designate an authorized person or persons to conduct inspections of Rental Dwellings, in accordance with this Ordinance.
- B. It is the responsibility of the Owner or Agent to inform Occupants of the scheduled inspections. The license holder and/or designated resident Agent must be present for scheduled inspections. The City reserves the right to perform or require additional inspections if deemed necessary by the City.
  - 1. Inspections must be due to:
    - a. **Initial/Routine Inspections.** Upon receipt of a complete application for a Rental Dwelling License, an inspection of the premises must be conducted thereafter by the City Building Inspector to ensure that the Rental Dwelling and premises are in substantial compliance with all applicable City and state laws, ordinances and regulations. Initial inspections must be conducted during the application process for obtaining a Rental Dwelling License. Inspections for renewing a Rental Dwelling License must be conducted every (3) years from the time of initial issuance of the Rental Dwelling License during the period of renewing the Rental Dwelling License.
  - 2. **Notification.** Prior to conducting an inspection, the City Administrator must mail notice to the Owner or its Agent and provide reasonable notice of the scheduled inspection date. If the Owner and/or Agent of the property request a change in proposed date of inspection, request must be made at least (72) hours in advance of proposed inspection date.
- C. **Access to Premises.** Every Occupant of a Rental Dwelling must, upon 48 hours' notice, give the Owner or Agent and the City Administrator or authorized representative access to any part of the Rental Dwelling or its associated properties during regular business hours for the purpose of making inspections, repairs, or alterations as are necessary to effect compliance with the provisions of this code. If any Owner, Occupant, or other person in charge of the building refuses to permit free access and entry to the structure or premises under his control for inspection pursuant to this Ordinance, whereupon, the City Administrator may revoke the license, or may seek an administrative search warrant to gain access of the Rental Dwelling for the purposes of inspection in accordance with this Ordinance.
- D. **Application Inspection Fees.** Fees for the initial inspection and re-inspection are listed at City Hall and on the City's web site. Initial inspection fees and renewal application fees are due when an Owner applies for a Rental Dwelling License or the Rental Dwelling Renewal. The City Administrator may determine, upon denial of a license that a new application must be filed and the application fee paid. Fees must be established by resolution from time to time by the City Council.



### **§ 114.100. COMPLIANCE ORDER.**

If a violation is found and the Owner is not in compliance with this Ordinance, the City must send a compliance order to the Owner.

A. **Content of Order.** The Compliance Order must:

1. Be in writing.
2. Describe the location and nature of the violations of this Ordinance.
3. Establish a reasonable time period for the correction of violations.
4. Be served upon the Owner or its Agent and/or the Occupant, as the case may require. Such notice must be deemed to be properly served if a copy thereof is:
  - a. Personally served on Owner or its Agent; or
  - b. Sent by registered or certified mail to Owner's or its Agent's last known address; or
  - c. Upon failure to affect notice through (a) or (b) above, notice may be posted at the main entrance to the Rental Dwelling.

### **§ 114.110. ADVERSE LICENSE ACTION; GROUNDS.**

A. **License Suspension or Revocation.** A Rental Dwelling License is subject to suspension or revocation by the City Administrator for the reasons specified herein. Prior to suspension or revocation, the Owner or its Agent must be notified in writing at least five (5) days prior to the City Administrator's consideration of such action. In the event that a Rental Dwelling License is suspended or revoked by the City Administrator, it must be unlawful for the Owner or its Agent to thereafter permit any new occupancy for vacant or thereafter vacated Rental Dwellings, until the Rental Dwelling License has been reinstated. Upon decision to suspend, revoke, deny or not renew a license, no new application for the same facility will be accepted for a period specified in the Council's written decision, not exceeding one-year. Issuance of a new Rental Dwelling License after suspension or revocation must be made in the manner provided for obtaining an initial license, except that the license fee must be equal to one hundred fifty (150) percent of the original license fee. A Rental Dwelling License may be suspended or revoked for non-compliance or violation of any section of this ordinance.

B. **Penalty and Eviction.** When the Owner or Agent does not comply with this Ordinance, or allows or fails to prevent disorderly use of the premises, then, after proper notice, the City has the right to penalize the Owner and/or Agent under this Ordinance and other Ordinances of the City's code, such as Ordinance 10.99.

The City Administrator may fine the Owner or revoke the rental license until the violation is remedied. Fines are listed at City Hall and on the City's web site.

If the Owner allows Occupants to be in the Dwelling Unit without a valid Rental Dwelling License, or if the City deems eviction necessary as a result of violation of municipal code or State law, when the Owner or Agent fails or refuses to evict the Occupants, then the City may take steps necessary to remove the Occupant from the Dwelling Unit.

The City may assess penalties against Owner, Agent or Occupant as deemed necessary for violations under this Ordinance, in accordance with Ordinances 10.98 and 10.99 under this code.

- C. **Conduct Pending Eviction.** No adverse license action may be imposed where the noncompliance or disorderly use of a Rental Dwelling occurred during the pendency of eviction proceedings (unlawful detainer) or within thirty (30) days of notice given by the Owner or its Agent to an Occupant to vacate the premises, where the disorderly use was related to conduct by the Occupant or by other Occupants or guests of the Occupant's Rental Dwelling. Eviction proceedings are not a bar to adverse license action, however, unless they are diligently pursued by the Owner or its Agent. Further, an action to deny, revoke, suspend, or not renew a license based upon violations of this Ordinance may be postponed or discontinued at any time it appears that the Owner or its Agent has taken appropriate measures which will prevent further instances of disorderly use.
- D. **Reinspection Fee.** There is no fee for an initial inspection to determine the existence of a housing maintenance code violation. A fee must be charged for all subsequent re-inspections when the violation is not corrected by the time specified in the written notice. The fees are listed at City Hall and on the City's web site and will be established by resolution from time to time by the City Council.
- E. **Posted to Prevent Occupancy.** Whenever any Dwelling or Dwelling Unit has not obtained the required license, or has been denied a license or has had its Rental Dwelling License suspended or revoked or is deemed unfit for human habitation, it may be posted with a placard by the City Administrator to prevent further occupancy.
- F. **Failure to Obtain a License.** If it is determined that a Rental Dwelling is being operated without a valid license, the City reserves the right to conduct an immediate inspection with proper notice in accordance with Section 114.100. It shall be unlawful for an Owner, after notice, to continue operation of a Rental Dwelling without submitting an application for a license under this Ordinance, along with the necessary license fee. Once an application has been made, it is unlawful for the Owner to permit any new occupancies of vacant, or thereafter vacated, Rental Dwellings, until such time as the Rental Dwelling License is issued.

#### **§ 114.120. EXEMPT PROPERTIES.**

Exempt properties under Section 114 must file an exempted property application provided by the City that includes, information required by Section 114.60. Exempted properties must show to the City:

- A. Proof that they qualify for exemption status; and,
- B. State of Minnesota issued licenses and certifications.

**§ 114.130. TRANSFERABILITY.**

Rental Dwelling Licenses issued in accordance with this Ordinance are non-transferrable. Subletting of Rental Dwellings is prohibited and a new application must be submitted to the City.

**§ 114.140. APPEAL.**

If the Rental Dwelling License is suspended or revoked by the City Administrator, the license holder may appeal the decision to the City Council.

**§ 114.150. SEVERABILITY.**

If any provision of this Ordinance is found to be invalid for any reason by a court of competent jurisdiction, the validity of the remaining provisions will remain with full force and effect.

**§ 114.160. EFFECTIVE DATE.**

This ordinance becomes effective on the date of its passage and publications.  
(Ord. 121, passed 6-09-2016; Am. Ord passed 5-11-17)

**EXHIBIT A**  
**CITY OF NORTH OAKS – Inspection Compliance Order**

License No. \_\_\_\_\_

Property Address: \_\_\_\_\_ Date: \_\_\_\_\_, \_\_\_\_\_

Owner/Manager/Agent \_\_\_\_\_

**Interior Housing Condition**

**Plumbing Systems**

\_\_\_\_\_ Hot and cold water  
\_\_\_\_\_ Free from obstructions, leaks and defects  
\_\_\_\_\_ Caulking; bathtub/shower/tile/faucet/toilet

**Mechanical Systems**

\_\_\_\_\_ Bathroom exhaust fans in working condition  
\_\_\_\_\_ Vented to the outside  
\_\_\_\_\_ Laundry: Vented to outside  
\_\_\_\_\_ Water heater relief valve drain tube

**Electrical System**

\_\_\_\_\_ Outlets/fixtures maintained -no exposed  
\_\_\_\_\_ Wires  
\_\_\_\_\_ Missing outlet covers

**Stairways**

\_\_\_\_\_ Handrails present

**Fire Safety**

\_\_\_\_\_ Missing Smoke detector(s)  
\_\_\_\_\_ Missing Carbon Monoxide detector(s)

**Windows and Doors**

\_\_\_\_\_ Broken window panes  
\_\_\_\_\_ Tears or holes in screens  
\_\_\_\_\_ Exit door easily opened from the inside

**Septic System**

\_\_\_\_\_ Meets city requirements

**Building Security**

\_\_\_\_\_ Entry doors, windows, hatchways contain  
a Security device to prevent unauthorized  
entry

Comments=\_\_\_\_\_

Re-inspection Date: \_\_\_\_\_

**Contact Info: Kevin White 763-355.5801**

**Inspection Checklist**

Smoke and Carbon monoxide detectors are operating and located in accordance with Code:

- A smoke detector in every bedroom and on every level of the house, including the basement.
- A smoke detector in every hall/area outside the bedrooms.
- A carbon monoxide detector located in the hall within 10 feet of all bedrooms.
- Batteries should be replaced annually.

Laundry dryers: vented to the outside.

Stairways and exits are clear of storage and/or furniture. Furnace/Boiler rooms: clear of combustibles.

The interior and exterior of the house and grounds are free from accumulations of refuse, garbage and storage.

**Compliance Orders:**

This notice is a compliance order. A copy will be left at the premises and a copy will be mailed to the owner/resident agent. The notice identifies the corrections needed, if any. If the property does not pass the inspection, this compliance order will indicate the corrections needed and the time frame in which they are to be completed. A re-inspection date will also be scheduled. A fee will be charged for any subsequent re-inspections that are needed to verify that the corrections have been completed. If the corrections are not made, a citation may be issued for the

violation and the City Council has the authority to suspend or revoke the license.

**Re-inspection Fee:**

Re-inspection fees will be charged if the City Staff cannot access the property during the initial scheduled inspection and after the second re-inspection if corrections initially identified have not been corrected. The re-inspection fee will be determined from time to time by action of the City Council.

## LEASE ADDENDUM FOR CRIME-FREE/DRUG-FREE HOUSING

In consideration of the execution or renewal of a lease of the dwelling unit identified in the lease, Owner and Resident agree as follows:

- 1 Resident, any members of the resident's household or a guest or other person under the resident's control shall not engage in illegal activity, including drug-related illegal activity, on or near the said premises. "Drug-related illegal activity" means the illegal manufacture, sale, distribution, purchase, use or possession with intent to manufacture, sell, distribute, or use of a controlled substance (as defined in Section 102 of the Controlled Substance Act [21 U.S.C. 802]) or possession of drug paraphernalia.
- 2 Resident, any member of the resident's household or a guest or other person under the resident's control shall not engage in any act intended to facilitate illegal activity, including drug-related illegal activity, on or near the said premises.
- 3 Resident or members of the household will not permit the dwelling to be used for or to facilitate illegal activity, including drug-related illegal activity, regardless of whether the individual engaging in such activity is a member of the household.
- 4 Residents or members of the household will not engage in the manufacture, sale, or distribution of illegal drugs at any locations, whether on or near the dwelling unit premises or otherwise.
5. Resident, any member of the resident's household, or a guest or other person under the resident's control shall not engage in acts of violence or threats of violence, including but not limited to the unlawful discharge of firearms, prostitution, criminal street gang activity, intimidation, or any other breach of the rental agreement that otherwise jeopardizes the health, safety or welfare of the landlord, his agents or tenants.
6. **VIOLATION OF THE ABOVE PROVISIONS SHALL BE A MATERIAL VIOLATION OF THE LEASE AND GOOD CAUSE FOR TERMINATION OF TENANCY.** A single violation of any of the provisions of this added addendum shall be deemed a serious violation and material non-compliance with the lease.
7. In case of conflict between the provisions of this addendum and any other provisions of the lease, the provisions of the addendum shall govern.
8. This LEASE ADDENDUM is incorporated into the lease executed or renewed this day between Owner and Resident.

\_\_\_\_\_  
Management

\_\_\_\_\_  
Resident(s)

\_\_\_\_\_  
Resident(s)

Date Signed \_\_\_\_\_

Date Signed \_\_\_\_\_

Resident(s) acknowledge receipt of this addendum by signature of this document.