

Frequently Asked Questions

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 dwelling units that are being rented including detached single-family homes, condominiums, townhomes, duplexes and apartments.

I own the property but am not living there, however, my daughter is. Currently, I am not charging her rent. Is this considered a rental property?

Yes. The ordinance defines rent as, “to permit occupancy of a dwelling unit by a person other than the legal owner thereof, pursuant to a written or unwritten agreement, whether or not a fee is required by the agreement.”

I own more than one rental property in Shoreview. Do I need to obtain more than one license?

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

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

No, however, rental property owners who live outside the Twin Cities Metropolitan Area (other than the Counties of Anoka, Carver, Chisago, Dakota, Hennepin, Ramsey, Scott and Washington) must designate an agent who resides in the Twin Cities metropolitan area. This agent will be the City’s primary contact and is responsible for the maintenance of the dwelling, receipt of correspondence and all other matters 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.

How long is the license issued for? Does the license need to be renewed?

The Rental Housing License is an annual license that is issued for a calendar year, January 1 to December 31. The license will need to be renewed each year if the property continues to be rented.

Does the license need to be kept at the rental property?

Yes. The City will mail the license to the owner or residential agent, as applicable. The license must be available on request.

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 \$1000 or 90 days in jail or both.



Rental Housing Licensing Program

General Dwelling Unit License (GDU)

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Rental Housing Licensing Program

General Dwelling Unit License (GDU)

Program Overview

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 these units and properties are maintained in a manner that provides decent housing for residents and upholds the property maintenance standards of the community. The other issues with respect to rental housing reflects 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.

Filing Requirements

The Following Items Must Be Submitted:

1. Completed application form.

2. Application fee of \$75.00. Check made payable to the City of Shoreview. The application fee is non-refundable.

Review 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.

An inspection of the property is also required prior to issuing a new license.

General Provisions

License Terms: All general dwelling unit rental licenses are annual licenses with a license term from January 1 to December 31.

Resident Agent Required: Owners who do not reside within the counties of Anoka, Carver, Chisago, Dakota, Hennepin, Ramsey, Scott, Washington Counties (Metro Area) must appoint an agent who does reside within the Metropolitan area. This agent should be responsible for the maintenance of the dwelling unit, receipt of correspondence related to the license and have the ability to resolve any issues that

may arise. If you change your resident agent, should notify the City within five (5) business days of such change.

License Issuance: The City will issue a rental license if the dwelling unit is in compliance with the provisions of the City Code.

Inspections

Scheduling of Inspections

An inspection of the property is required prior to issuing a new rental license. After the initial inspection of your rental property, inspections will be conducted every two years. The City Staff will contact you to set up the inspection. As the property owner or resident agent, it is your responsibility to notify tenants of the scheduled inspection. If you need to cancel and re-schedule the inspection, please contact the City Staff at least 24 hours in advance of the scheduled inspection date.

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 inspection if corrections are still needed. The re-inspection fee is \$50.00.

Inspection Criteria

The City Staff will be inspecting the exterior and interior of the property to insure it complies with the City's Ordinances regarding property and housing maintenance, Section 211.

A copy of the City's Development Code is available on the City's website at www.shoreviewmn.gov.

Compliance Orders

The City Staff will leave a compliance order at the premises that will identify whether or not corrections are needed. If the property does not pass the inspection, this compliance order will indicate the corrections needed and the timeframe in which they are to be completed. A re-inspection date will also be scheduled. 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.