

City of Shoreview  
 4600 Victoria St N  
 Shoreview, MN 55126  
 651-490-4680  
[Shoreviewmn.gov](http://Shoreviewmn.gov)



Date Received _____
License # _____

## Multiple Dwelling Rental License Application

**Circle One - New License**

**Renewal**

**Main Contact Person: (circle one) Owner**

**Management**

**Caretaker**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

Signature of Main Contact: \_\_\_\_\_

Multiple Dwelling Name: \_\_\_\_\_ No. Of Units: \_\_\_\_\_

Multiple Dwelling Address: \_\_\_\_\_

**License Fees:**

Multiple Dwelling Units Base Fee: \$ 100.00 \$ \_\_\_\_\_ +  
 Fee per Unit: @ \$ 10.00 \$ \_\_\_\_\_ or  
 Crime Prevention Program Reduced Rate: Fee per Unit: @ \$ 7.50 \$ \_\_\_\_\_  
 Total Fee for this Building \$ \_\_\_\_\_

**List All Owners: (circle one)**

Partnership	Corporation	Company	
Name:	Address:	City/State/Zip:	Phone:

**Owner: (this section requires completion by one owner only)**

The undersigned hereby applies for a general dwelling rental license; attests that all real estate taxes and municipal utility bills are paid in full; and attests the subject premises will be operated and maintained according to the requirements contained in Chapter 714 of the Municipal Code, subject to applicable sanctions and penalties. The undersigned further agrees the subject premises may be inspected by the compliance official.

\_\_\_\_\_

**Signature of Owner**

## FILING REQUIREMENTS

### THE FOLLOWING ITEMS MUST BE SUBMITTED:

1. Completed application form.
2. Application fee. Checks made payable to the City of Shoreview. The application fee is non-refundable.

## DEFINITIONS

- (A) Agent. A person designated in writing by the Owner as the Owner's representative.
- (B) Dwelling. A building or one or more portions thereof occupied or intended to be occupied for residential purposes; but not including rooms in motels, hotels, nursing homes, boarding houses, tents and recreational vehicles.
- (C) Dwelling Unit, General ("GDU"). A dwelling unit located in a building containing dwelling units that may be detached, attached side-by-side, stacked ceiling to floor and/or having a common entrance and do not have common ownership.
- (D) Dwelling Unit, Multi-Family ("MFD"). A community, complex or building containing eleven (11) or more dwelling units that may be attached side-by-side, stacked ceiling to floor and/or have a common entrance and have a common owner.
- (E) Owner. A person who is the recorded or unrecorded owner of the dwelling unit.
- (F) Rent. 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.
- (G) Rental Dwelling. A dwelling unit that has been rented, but excluding accessory apartments and boarding rooms where the Owner of the dwelling unit is an occupant.

## GENERAL PROVISIONS

Further information is available at [www.shoreviewmn.gov](http://www.shoreviewmn.gov)

License Terms: All dwelling unit rental licenses shall be valid from the date of issuance to December 31 of each year, except as otherwise provided herein or in cases of suspension or revocation.

Resident Agent Required. Owners who do not reside within the counties of Anoka, Carver, Chisago, Dakota, Hennepin, Ramsey, Scott, Washington Counties ("The Metro Area") must appoint an agent who does reside within the Metropolitan area to be responsible for the maintenance of the dwelling unit, receipt of service of notice of violation, receipt of compliance order, institution or remedial action to effect such order, and acceptance of all service of process pursuant to law, the City Manager shall be notified in writing of any change in the identification of the agent within five (5) business days of such change.

License Issuance. The City shall issue a dwelling unit rental license if the dwelling unit, is in compliance with the provisions of this Chapter and the real estate taxes and municipal utility bills for the dwelling unit have been paid. Real estate taxes will not be considered to be due and payable for the purposes of this Section while a proper and timely appeal of such taxes is pending and is diligently pursued to completion by the licensee.

## CRIME PREVENTION PROGRAM

Participation in the Crime Prevention Program, operated by the Ramsey County Sheriff's Department, is encouraged and the per unit license fee is reduced from \$10.00 to \$7.50. For information on this program, contact the Sheriff's Department at 651-266-7339.

# **Frequently Asked Questions –**

## ***Multi-Family Unit Rental Housing Licensing Program***

### **1. Why does the City require rental property 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 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.*

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

*License fees are based on the classification of the unit. Reinspection 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 needed. There is also a fee to transfer the license to another property owner.*

*Annual Fee: \$100 base fee plus \$10.00 per unit; if the management company participates in Ramsey County's Crime Prevention program, the cost per unit will be reduced to \$7.50.*

*Reinspection Fee: MFD: \$50.00 base fee plus \$15.00 per unit that requires a reinspection. License Transfer Fee: \$30.00*

### **3. Who do I contact regarding the Ramsey County Crime Prevention Program?**

*You need to call the Ramsey County Sheriff's Office at 651-266-7339 and ask for the Crime Prevention Officer.*

### **4. 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 be reviewing 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.*

### **5. 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. The City will send out renewal notices each year.*

**6. 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 posted in a conspicuous public corridor or hallway, framed with a glass covering.*

**7. 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.*

## ***Inspections***

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

*The City Staff will contact you via mail to set up the inspection. One-third of the rental units on the premises will be inspected each year. Please note that a reinspection fee will be charged if the City Staff cannot access the property or dwelling unit during the scheduled inspection time frame. 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.*

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

*The City Staff will be inspecting the exterior and interior of the property to insure it complies with the City's Ordinances regarding property maintenance, Section 211. A copy of the City's Development Code is available on the City Web site, [www.shoreviewmn.gov](http://www.shoreviewmn.gov)*

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

*The 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?**

*A compliance order will be written to identify what corrections need to be made. This order will establish a time frame 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.*