

License Types

Licenses will be issued for a time period according to the license type. License type will be based on property code and nuisance violations noted during the initial or renewal license inspection or for a category verification inspection, along with excessive validated police service calls occurring over a year. License categories are performance based and more accurately depict the condition of the property and the City costs of service.

Type I—3 year

Minimum 1 inspection in 3 years
Phase I Crime Free Housing recommended

Type II—2 year

Minimum 1 inspection in 2 years
Phase I Crime Free Housing recommended

Type III—1 year

Minimum 1 inspection per year
Phases I and II Crime Free Housing required
Rental Plan required

Type IV Provisional—6 months

Minimum 1 inspection every 6 months
Phases I, II, III Crime Free Housing required
Rental Plan required

Tenant/Landlord

The City of Brooklyn Center encourages good tenant/landlord relationships. The rights and duties of landlords and tenants in Minnesota is described in the handbook ***Landlords and Tenants: Rights and Responsibilities*** published by the Attorney General's office. This booklet covers lease agreements, background checks, screening, security deposits, evictions, and other tenant/landlord issues. Contact the Office of the Attorney General at 651-296-3353 to obtain a copy or visit their website at www.ag.state.mn.us and click on **Publications**.

Crime Free Housing

Phase I. For license categories other than Type I, an owner, manager, or local agent responsible for the operation of the rental property must complete the Phase I training of the Crime Free Housing Program. Phase I includes the following:

- Attend an eight-hour crime-free housing course. Find courses at www.mncrimeprevention.com
- Use a written lease including the Minnesota Crime Free Housing Lease Addendum.
- Check the criminal background of all prospective tenants and, upon request, provide a copy of Third Party Background Check procedures for Tenants.
- Actively pursue the eviction of tenants who violate the terms of the lease and/or the Crime Free Lease Addendum.

Phase II. Includes Phase I plus the following:

- Complete a Security Assessment and complete the security improvements recommended. This phase will certify that the rental property has met the security requirements for the tenant's safety.

Phase III. Includes Phases I and II plus the following:

- For properties with more than four units, conduct resident training annually for the residents where crime watch and crime prevention techniques are discussed.
- For properties with more than four units, hold regular resident meetings.
- Have no City Code violations that were not resolved in accordance with compliance orders within the past year.



Rental Dwelling Licensing Program



6301 Shingle Creek Parkway
Brooklyn Center, MN 55430
Phone: 763-569-3330 TTY/Voice 711
Fax: 763-569-3360

www.brooklyncentermn.gov

4.2025

License Requirements

Since June 1, 1975, the City of Brooklyn Center has required the licensing of rental property. The purpose is to assure that rental housing in the City is decent, safe, and sanitary and is so operated and maintained as not to become a nuisance to the neighborhood or to become an influence that fosters blight and deterioration or creates a disincentive to reinvestment in the community.

The operation of rental residential properties is a business enterprise that necessitates certain responsibilities. Operators are responsible to take such reasonable steps as are necessary to assure that the citizens of the City who occupy such units may pursue the quiet enjoyment of the normal activities of life in surroundings that are safe, secure, and sanitary; free from noise, nuisances, or annoyances; free from unreasonable fears about safety of persons and security of property; and suitable for raising children.

Do I Need a License?

If you own property and let it for occupancy but do not occupy the property, you must obtain a rental dwelling license, regardless of compensation or if the property is occupied by a relative.

Exceptions: A license is not required under the following circumstances:

- A single family dwelling or a dwelling unit in a duplex occupied by the building owner for a minimum of six months per calendar year.
- Rented rooms within an owner occupied dwelling unit.
- A residential property owned by a “snowbird” where the property is rented to another person for a period of less than 120 consecutive days while the owner is residing out of the State of Minnesota. The owner must occupy the property during the remainder of the year.
- Unoccupied dwelling units that have been issued a Vacant Building Registration.

What Happens If I Don't Get a Rental License?

Owners of a non-licensed rental property may be prosecuted and sentenced to rental penalties, prosecution charges and fines, and in some cases local confinement for rental license violation. Rental license violation is a misdemeanor.

Application Procedures

A rental dwelling license application can be obtained by visiting the City's website at www.brooklyncentermn.gov. The City uses iMS for the rental license program and can be submitted online at <https://brooklyncenter.ims16.com/ims>

Application Submission

- A rental dwelling license application is required to be submitted with the appropriate fee to the Community Development Department
- The application can be filled out online or in person at City Hall - Community Development Department
- Online applications will be submitted via the online rental program software
- A local agent is required if the property owner lives outside of the Twin Cities Metropolitan Service Area.
- The rental process must be completed within 120 days from submitting the rental license application.

Application Review Process

- Once a complete application and fee are received, a health safety inspection is scheduled for the property.
- Owners of rental property must be current on property taxes and utility fees at all times.
- The City Council approves and authorizes the issuance of rental dwelling licenses only after the Compliance Official has determined that all life and health safety violations or discrepancies have been corrected and property taxes and utility fees are current.

Licensed Rental Properties

You can find out if a property is a licensed rental property by visiting the City's website at www.brooklyncentermn.gov and search **Licensed Rental Dwellings**.

Questions

To obtain a rental dwelling license application or for more information on rental licensing, please call Community Development Department, 763-569-3330, Monday — Friday, 8:00 a.m. — 4:30 p.m.

License Fees

Single Family Dwelling

\$400—Initial License/New Owner

\$500—Rental Conversion [a single-family dwelling or single-family attached dwelling (townhouse, duplex) converted to a rental property or a registered residential vacant building reoccupied as a rental property]

\$300—Rental License Renewal Fee

Two Family Dwelling

\$200 per unit

Multiple Family Dwelling

\$200—Each Building

\$18—Each Unit

\$450—Minimum Base Fee

Rental Reinspections

1 to 3 units—\$100

4 or more units—\$100 for each common area, plus \$50 per unit

What you should know about the Rental Inspection

A letter with the time and date of the scheduled inspection will be sent to you after processing the rental application.

If the date or time does not work with your schedule, please call and reschedule. An inspection checklist will be sent prior to the inspection.

A reinspection fee will be charged for missed or failed rental license inspections.

The Owner or Agent is required to contact the Tenants and provide reasonable notice informing the tenant of the inspection date.

The Owner/Agent or tenant over 18 year is required to be at the rental inspection. If there is no one present, a reinspection fee will be charged.

All animals must be caged during the inspection for the animal's safety, as well as the Inspector.

The Rental Inspection is a maintenance and life safety inspection requiring approximately 20-30 minutes to complete.

Generally, code violations are given 30 days to complete and will be reinspected.



Rental Dwelling License Application

6301 Shingle Creek Parkway, Brooklyn Center, MN 55430
www.brooklyncentermn.gov

Phone 763-569-3330

Fax 763-569-3360

Type of Dwelling:

License Fees for Dwelling:

- _____ Single Family/Townhome..... \$900 (\$400 license fee and \$500 conversion fee)
- _____ Condo..... \$400
- _____ Two Family..... \$200 per unit (plus \$500 conversion fee, if applicable)
- _____ Multiple Family _____ # of Buildings _____ # of Units \$200/building, plus \$18/unit; \$450/minimum

Address(es) of Dwelling(s): _____

Complex Name if Multi-Family: _____

Complete name, address, telephone number, and e-mail address. A company or corporate name is not acceptable (refer to Section 12-903). Use additional sheets if necessary. Information is collected to determine eligibility for license. FAILURE TO PROVIDE INFORMATION REQUESTED MAY RESULT IN DENIAL OF APPLICATION.

Name: _____

Last

First

Middle

Address: _____

Street

City

State

*County ***

Zip Code

Phone No.: _____

E-Mail: _____

Cell Phone: _____

The undersigned hereby applies for a Rental Dwelling License and acknowledges receipt of a copy of City Ordinance Chapter 12; acknowledges the provisions of this Ordinance have been reviewed; and attests the subject premises will be operated and maintained according to the requirements contained therein, subject to applicable sanctions and penalties. The undersigned further agrees the subject premises may be inspected by the Compliance Official as provided in Section 12-1001; certifies that he/she is current on the payment of all utility fees, taxes, assessments, fines, penalties, or other financial claims due to the City on the subject premises and on other rental real property in the City that he/she owns; certifies that all tenant leases will contain the Lease Addendum for Crime-Free/Drug-Free Housing; and acknowledges that he/she will submit a Crime Free Housing Program certificate within 120 days of signing this application.

Signature of Owner _____

Date: _____

Number, Type, and Size of Dwelling Units:

- A. _____ Single Family @ _____ Sq. Ft. Living Area; _____Bedrooms
 - B. _____ Two Family (Duplex) @ _____ Sq. Ft. Living Area/Unit; _____Bedrooms
 - C. _____ Townhouse @ _____ Sq. Ft. Living Area/Unit; _____Bedrooms
 - D. _____ Multiple Dwellings _____ Number of dwelling buildings
 - _____ Efficiency Units @ _____ Sq. Ft./Unit
 - _____ 1 Bedroom Units @ _____ Sq. Ft./Unit
 - _____ 2 Bedroom Units @ _____ Sq. Ft./Unit
 - _____ 3 Bedroom Units @ _____ Sq. Ft./Unit
 - _____ 4 Bedroom Units @ _____ Sq. Ft./Unit
- _____ Total Dwelling Units in Multiple Dwellings

Number of Tenants _____ Average Rents: 0 _____ 1 _____ 2 _____ 3 _____ 4 _____ 5 _____

Is the property a: Group Home Licensed assisted living home/facility Transitional Housing State/Federal Funded Housing

Caretaker/Property Manager:

Provide 24-hour property contact information, including name, address, e-mail address, and telephone number of the Management Company and/or Caretaker/Manager on the premises.

Name: _____

Address: _____

Email: _____

Phone No.: _____ Cell Phone: _____

**** Local Agent:** required if owner lives outside the Minnesota counties of Hennepin, Ramsey, Anoka, Carver, Dakota, Scott, or Washington. Provide name, address, e-mail address, and telephone number.

Name: _____

Address: _____

City, State, County, Zip Code: _____

E-Mail Address: _____

Phone No.: _____ Cell Phone: _____

Notice to Applicants:

- The Compliance Official must be notified in writing within ten business days of any transfer of legal control and ownership.
- Owners of multiple dwellings must post the license or certificate (Section 12-907) and must maintain an occupancy register (Section 12-909).
- An inspection of your rental property is required. Once the City has received your rental license application and fee, a rental property inspection will be scheduled or you may contact the Building and Community Standards Department to schedule your inspection at 763-569-3330.
- License fees are non-refundable (Section 12-902).

City of Brooklyn Center
MINNESOTA BUSINESS TAX IDENTIFICATION NUMBER

Pursuant to Minnesota Statute 270C.72, Tax Clearance; Issuance of Licenses, the City of Brooklyn Center is required to provide to the Minnesota Commissioner of Revenue your Minnesota business identification number and the social security number of each license applicant. **Applicant** means an individual, if the license is issued to or in the name of an individual, or the corporation or partnership, if the license is issued to or in the name of a corporation or partnership. **Applicant** also means an officer of a corporation, a member of a partnership, or an individual who is liable for delinquent taxes, either for the entity for which the license is at issue or for another entity for which the liability was incurred, or personally as a licensee. Under the Minnesota Government Data Practices Act and the Federal Privacy Act of 1974, we are required to advise you of the following regarding the use of this information:

1. This information may be used to deny the issuance, renewal, or transfer of your license in the event you owe the Minnesota Department of Revenue delinquent taxes, penalties, or interest;
2. Upon receiving this information, the licensing authority will supply it only to the Minnesota Department of Revenue. However, under the Federal Exchange of Information Agreement, the Department of Revenue may supply this information to the Internal Revenue Service;
3. Failure to supply this information may jeopardize or delay the processing of your licensing issuance or renewal application.

Please supply the following information and return along with your application to the City of Brooklyn Center. **DO NOT RETURN TO THE DEPARTMENT OF REVENUE.**

X License being applied for or renewed: _____

X License renewal date: _____

X **INDIVIDUAL INFORMATION (includes corporate officer or partner) Please Print:**

Applicant's Name: _____

Applicant's Address: _____

(Address, City, State, and Zip)

Social Security Number: _____

X **BUSINESS INFORMATION Please Print:**

Business Name: _____

Contact Person: _____

Business Address: _____

(Address, City, State, and Zip)

If a Minnesota Tax Identification Number is not required, please explain on the reverse side.

X Federal Tax Identification Number: _____

X Minnesota Tax Identification Number: _____

Signature

Position (Officer, Partner, etc.)

Date



City of Brooklyn Center

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Fax: 763-569-3360

www.brooklyncentermn.gov

E-mail: communitydevelopment@brooklyncentermn.gov

RENTAL DWELLING LICENSE APPLICANTS

The following items must be returned for your rental application to be processed:

- A completed *Rental Dwelling License Application*.** If you are a landlord who lives outside of the Twin City service area (Minnesota counties Hennepin, Ramsey, Anoka, Carver, Dakota, Scott, or Washington) a local agent is required. Birth dates are required for legal purposes and no City license can be issued without this information. No Post Office boxes will be accepted without a current owner address.
- A completed *Minnesota Business Tax Identification Number*. If you are applying as an **individual, you must complete the personal information section** and include your social security number. If you are applying as a business, you must complete the business information section and include your Minnesota and Federal tax identification numbers.
- Rental License Fee.*
 - Single Family Dwelling**
 - \$400
 - Two Family Dwelling**
 - \$200 per unit
 - Multiple Family Dwelling**
 - \$200—Each Building
 - \$18—Each Unit
 - \$450—Minimum Base Fee
- A **\$500 Conversion Fee** (if applicable). All owner-occupied single-family or single-family attached dwellings (townhouse, rowhouse, duplex) that are converted to a rental property or a registered residential vacant building reoccupied as a rental property will be charged a one-time conversion fee.
- A copy of your *Lease Addendum for Crime-Free/Drug-Free Housing*. A copy of the Lease Addendum for Crime-Free/Drug-Free Housing is available on the City website.
- A copy of your *Crime Free Rental Housing Program Certification*. Within 120 days of submitting your Rental Dwelling License Application, you are required to attend an eight-hour Crime Free Housing Program seminar for all license types except Type I & Type II (see enclosed brochure regarding License Types and Crime Free Housing Program). Times and dates for seminars are available through Minnesota Crime Prevention Association at www.mncrimeprevention.com



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LICENSE TYPES AND LICENSE PERIOD

City Code Section 12-910

Licenses will be issued for a time period according to the License Type. The License Type will be based on compliance with property codes as determined during the licensing health and safety inspection and affected by excessive police service calls for the past year.

DIAGRAM I

Licensing Category	Licensing Period	Min. Inspection Frequency	Crime Free Housing	Plans
Type I	3 year	Min. 1 time in 3 years, upon request, or as needed as determined by City	Phase I Recommended	
Type II	2 year	Min. 1 time in 2 years, upon request, or as needed as determined by City	Phase I Recommended	
Type III	1 year	Min. 1 time per year, upon request, or as needed as determined by City	Phase I, II Required	Rental Plan Required
Type IV Provisional	6 months	Min. every 6 months, upon request, or as needed as determined by City, or as otherwise specified by Mitigation Plan	Phase I, II, and III Required	Rental Plan Required

New Licenses

Properties that have legally not been required to have a rental license due to new construction or a change from owner-occupied to rental will qualify for a **Type II License**.

Properties found operating without a valid rental license from the City or failing to meet City Code requirements or that have been the subject of enforcement actions such as criminal prosecution or civil penalties for violation of this Chapter, will only qualify for a **Type III License**.

See other side for Crime Free Housing Program



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CRIME FREE HOUSING PROGRAM (Now R-HOME)

City Code Section 12-914

For the purpose of City Code Chapter 12, the Crime Free Housing Program shall mean the nationally recognized program, unless otherwise indicated. The phases of the program include, but are not limited to, the conditions set forth below.

1. **Phase I.** For license categories other than Type I, an owner, manager, or local agent responsible for the operation of the rental property must complete the Phase I training of the Crime Free Housing Program or a similar course approved by the City Manager. Certification as a rental property manager may also satisfy this requirement. Phase I includes the following:
 - a. Attend an eight-hour crime-free housing course presented by police, fire, public housing and others.
 - b. Use a written lease including the Minnesota Crime Free Housing Lease Addendum.
 - c. Check the criminal background of all prospective tenants and, upon request, provide a copy of Third Party Background Check procedures for Tenants.
 - d. Actively pursue the eviction of tenants who violate the terms of the lease and/or the Crime Free Lease Addendum.

2. **Phase II.** Includes Phase I plus the following:
 - a. Complete a Security Assessment and complete the security improvements recommended. This phase will certify that the rental property has met the security requirements for the tenant's safety.

3. **Phase III.** Includes Phases I and II plus the following:
 - a. For properties with more than four units, conduct resident training annually for the residents where crime watch and crime prevention techniques are discussed.
 - b. For properties with more than four units, hold regular resident meetings.
 - c. Have no City Code violations that were not resolved in accordance with compliance orders within the past year.

See other side for License Types and License Period



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Rental License Category Criteria Policy – Adopted by City Council 03-08-10

1. Determining License Categories.

License categories are based on property code and nuisance violations noted during the initial or renewal license inspection or for a category verification inspection, along with excessive validated police service calls occurring over a year. License categories are performance based and more accurately depict the condition of the property and the City costs of service.

2. Fees.

Fee amounts are determined by the costs of the city to license, inspect, monitor and work with the property to ensure category conditions are met. License fees do not include reinspection fees, late fees, charges for criminal or civil enforcement actions, or other penalties.

3. Category Conditions.

The licensee or designated agent must meet the category conditions in the time period specified by the City. A licensee must meet all original conditions required by the License Category, even if a subsequent license category is achieved.

4. License Category Criteria.

a. Property Code and Nuisance Violations.

Property code violation rates will be based on the average number of property code violations per unit identified during the initial licensing inspection or category verification inspection. Property code violations for purposes of determining licensing categories shall include violations of property code and nuisances as defined in Chapter 12, 19, 7 and other applicable local ordinances. The City may, upon complaints or reasonable concerns that the establishment no longer complies with the license category criteria, perform a category verification inspection to the same standards as the license renewal inspection as indicated below.

Inspections will be conducted in conjunction with established department policies. In cases where 100% of the units are not inspected, the minimum inspection standards will be established as follows:

- At least 75% of units will be inspected for properties with 15 or less units.
- At least 25% of units, to include a minimum of 12 units, will be inspected for properties with 16 or more units.

Property Code and Nuisance Violations Criteria		
License Category (Based on Property Code Only)	Number of Units	Property Code Violations per Inspected Unit
Type I – 3 Year	1-2 units	0-2
	3+ units	0-0.75
Type II – 2 Year	1-2 units	Greater than 2 but not more than 5
	3+ units	Greater than 0.75 but not more than 1.5
Type III – 1 Year	1-2 units	Greater than 5 but not more than 9
	3+ units	Greater than 1.5 but not more than 3
Type IV – 6 Months	1-2 units	Greater than 9
	3+ units	Greater than 3

b. Police Service Calls.

Police call rates will be based on the average number of valid police calls per unit per year. Police incidences for purposes of determining licensing categories shall include disorderly activities and nuisances as defined in Section 12-911, and events categorized as Part I crimes in the Uniform Crime Reporting System including homicide, rape, robbery, aggravated assault, burglary, theft, auto theft and arson.

Calls will not be counted for purposes of determining licensing categories where the victim and suspect are “Family or household members” as defined in the Domestic Abuse Act, Minnesota Statutes, Section 518B.01, Subd. 2 (b) and where there is a report of “Domestic Abuse” as defined in the Domestic Abuse Act, Minnesota Statutes, Section 518B.01, Subd. 2 (a).

License Category	Number of Units	Validated Calls for Disorderly Conduct Service & Part I Crimes (Calls Per Unit/Year)
No Category Impact	1-2	0-1
	3-4 units	0-0.25
	5 or more units	0-0.35
Decrease 1 Category	1-2	Greater than 1 but not more than 3
	3-4 units	Greater than 0.25 but not more than 1
	5 or more units	Greater than 0.35 but not more than 0.50
Decrease 2 Categories	1-2	Greater than 3
	3-4 units	Greater than 1
	5 or more units	Greater than 0.50



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Single Family Property Rental Conversion

Adopted by City Council December 8, 2008

What is a rental conversion fee?

A rental conversion fee is a one-time, non-refundable \$500 fee that is applied to a non-rental single family or single family attached property when it is converted to a rental property. Prior to rental license application, the property was not being used as a rental property or was illegally used as a rental property without a valid City rental license. The fee is collected at the time of the initial rental license application.

Why is there a rental conversion fee?

The rental conversion fee helps recover some of the following City costs associated with rental property:

- New license setup.
- Additional staff time for first inspections (typically find more violations, a greater need for more education).
- Development of regulation and educational materials for new landlords and tenants, as well as maintaining current information.
- Cost of new license materials.
- City staff time and resources from multiple departments and prosecution costs required to follow up on unlicensed rental properties and/or violations.
- Various costs to maintain IS/IT systems, accommodate additional licenses and workload.

To what types of property does the conversion fee apply?

The rental conversion fee applies to single family, single family attached, and registered vacant properties. Attached houses are considered single family houses as long as the house itself is not divided into more than one housing unit and has an independent outside entrance. A single family house is contained within walls that go from the basement or the ground floor (if there is no basement) to the roof. Townhouses, rowhouses, and duplexes are considered single family attached housing units, as long as there is no household living above another one within the walls that go from the basement to the roof to separate the units.

- Single family houses.
- Single family attached includes a townhome, rowhouse, duplex.
- Registered vacant properties.

Exceptions

- New construction that has not been occupied.
- Condominium buildings with common entrance or stacked housing units.
- Duplex not meeting the definition stated above.
- Properties that have been used for rental property and issued a rental license from the city for the immediate prior owner.

Actions for Noncompliance

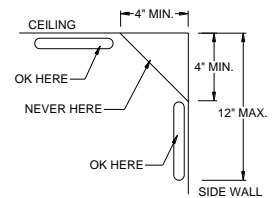
A person who does not pay the rental conversion fee as required by City Ordinance is subject to following:

1. Does not qualify for a rental license as required by City Ordinance 12-901.1, and is subject to enforcement actions, and
2. Is in violation of City Ordinance 12-902, and is subject to enforcement actions.

Guidelines for Placement of Smoke Alarms and Carbon Monoxide Alarms

Smoke Alarms

- All smoke alarms shall be listed and installed in accordance with the provisions of the National Fire Protection Agency (NFPA) 72 and shall conform to the latest UL standards.
- **Hard wired smoke alarms** shall be installed in all **newly constructed residential homes**.
- Install smoke alarms per manufacturer's recommendation.
- Check the date on your smoke alarms to determine how old they are. The NFPA recommends replacing alarms every ten (10) years.
- Check your alarms every month and replace batteries every year.



Carbon Monoxide Alarms

- Carbon monoxide (CO) is a toxic, colorless, odorless gas that is formed as a incomplete combustion of carbon or a carbon compound.
- Poisoning is caused by inhalation of CO. There are many symptoms for CO poisoning including headache, nausea, confusion and shortness of breath.
- State law (299F.50 & 299F.51) requires CO detectors be placed in every dwelling unit
- Code requirements can be found at www.revisor.mn.gov/statutes/cite/299F.51

Alterations, Repairs or Additions in Accordance with 2012 IRCR 314.3.1

- When alterations, repairs or additions requiring a permit occur, or when sleeping room(s) are added or created in an existing dwelling, it shall be equipped with smoke alarms located as required for new dwellings.
- The smoke alarms shall be hard wired except when alterations or repairs do not result in the removal of walls or ceilings exposing the structure, unless there is an attic or basement available which could provide access for hard wiring.

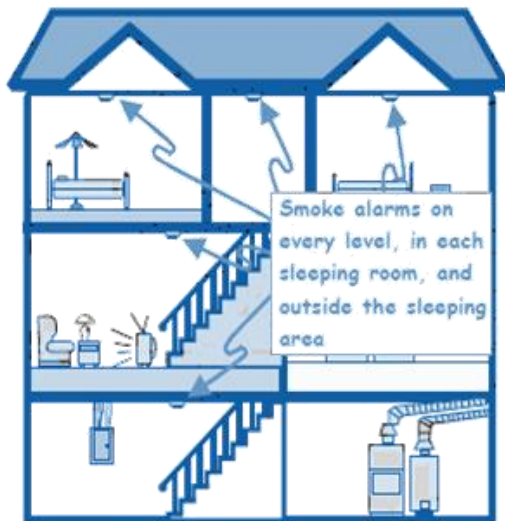
Rental Properties

- Brooklyn Center City Ordinances (Section 5-203) requires that smoke detectors be installed in all rental properties. They shall be located in each sleeping room, outside of each separate sleeping area in the vicinity of the bedrooms and on each level.
- It is the responsibility of the property owner or its agent to keep records indicating compliance with testing and applicable codes.

Location

The State Building Code states that smoke alarms and CO alarms must be located:

- In each sleeping room-smoke alarms only
- Outside each sleeping room in the immediate vicinity of the sleeping rooms-smoke alarm and CO alarm.
- On each story including basements, but excluding crawl spaces and uninhabitable attics-smoke alarms only.



Working smoke alarms are essential, but they do not save lives unless everyone knows how to get out of the house safely. The peak time for residential fires is between 10 p.m. and 6 a.m. Make sure everyone knows how to escape when the alarm sounds, whether awake or sleeping at the time. Plan two ways out of each room and a pre-arranged meeting place outside.

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 or 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 or whether the individual engaging in such activity is a member of the household.
4. Resident 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.*

It is understood and agreed that a **single violation** shall be good cause for termination of the lease. Unless otherwise provided by law, **proof of violation shall not require criminal conviction,** but shall be by the preponderance of the evidence.

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.

(Resident)

(Resident)

(Resident)

(Resident)

Date Signed: _____

(Management)

Date Signed: _____

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

FIRE PROTECTION

- * Multi-family properties require all penetrations into the building or throughout building to be properly sealed

SMOKE AND CARBON MONOXIDE ALARMS

- ☐ Smoke alarms installed per manufacturer's instructions, with working batteries and functional connections. Hard-wired ones properly installed
- ☐ At least one of each located on every level for habitable spaces and one in each hallway leading to a bedroom
- * Smoke alarms required in sleeping rooms and outside of each room
- ☐ All smoke alarms listed and installed according to NFPA72
- * Carbon monoxide alarms within 10 feet of each sleeping room, some exceptions for multi-housing units.
- ☐ If battery operated systems, maintenance and testing logs required

Electrical/Mechanical/Plumbing

ELECTRICAL

- ☐ Properly installed service panel; all breakers are properly labeled; open spaces are appropriately covered
- ☐ Adequate service and outlets, with cover plates on outlets, switches, and junctions
- ☐ Intact, functional wiring and fixtures; replace missing or broken globes on light fixtures
- * Temporary use extension cords not used in lieu of permanent wiring
- ☐ Electrical panel accessible, 3 ft clearance
- ☐ The use of unapproved/unlisted multiple outlet adapters and extension cords

MECHANICAL

- ☐ Permanent heating facility must be properly installed/maintained, temporary devices not used as primary heating source
- ☐ Heating facilities capable of maintaining dwelling at 68 degrees F or higher
- ☐ Fuel-burning appliances/equipment must be connected to approved chimney/flue/vent
- ☐ Service records of heating systems may be required
- * Dryer vents are properly installed with solid piping or approved UL listed flexible duct

PLUMBING/GAS

- ☐ Plumbing installed/maintained to code
- ☐ Gas flex connectors must be UL or AGA listed and approved.
- ☐ Adequate hot and cold running water to all sinks/tubs
- ☐ All drains connected to sanitary sewer
- * No "S" traps or flexible style waste lines— waste lines properly installed and vented
- ☐ No leaking, defective, obstructed, or unsupported pipes or faucets.

- ☐ Unused gas lines properly capped
- ☐ Shutoffs provided where required and meets valve requirements
- ☐ Backflow devices provided where required, including hand held shower heads and exterior hose bibs
- ☐ Faucets minimum 1" above spill lines,
- ☐ Water heater is not leaking or dripping
- * Laundry tub and faucet is properly secured
- ☐ Dishwater drain line is higher than the p-trap under the sink
- ☐ Saddle valves are approved for only one fixture on the same line and same size as the line where it is installed

Occupancy

- ☐ 150 sq ft of habitable room floor space for first occupant, 100 sq ft each additional occupant
- ☐ Occupied sleeping rooms must have proper egress or door openings.
- ☐ Basements meet permit construction requirements for light, ventilation, egress, etc prior to habitation

Other

- ☐ All areas of dwelling and structures clean, pest-free and in good condition
- ☐ Electrical, plumbing, and mechanical work in rental property requires licensed contractor
- ☐ Structural alterations require permit
- ☐ New dwelling units within existing buildings require zoning approval, plan review, and proper permits prior to habitation
- ☐ All required smoke alarms for interior alterations, repairs, or additions must be installed, interconnected, and hard-wired

License Conditions

- ☐ Rental license required for all non-owner occupied dwellings
- ☐ Leasing requirements must be met including tenant screening, Crime Free Housing Lease Addendum
- ☐ The City's License Categories are performance based. The maintenance of rental properties determines the license category, in addition to excessive validated public nuisance police service calls.
- ☐ License category conditions must be met in their entirety
- ☐ Failure to maintain properties in compliance with city codes may result in reinspection fees, fines, court actions, abatement or license actions.

Contacts

Community Development

763-569-3330

Rental Inspections, Code Enforcement, Property Maintenance, Vacant Building, Code Issues, Building Permits

Police

Call 911

Emergencies or for Police Officer Assistance

General Police Information

763-569-3333

Licensing

763-569-3330

Obtain a rental dwelling license application

Fire Department

763-549-3619

Fire Code, Smoke/carbon monoxide alarm info

Some code exceptions may apply depending on the age of structure, number of units, remodels or special circumstances. Please contact the City if you have property code questions.

This brochure contains general information about property code regulations found primarily in City Code Ch. 12 and state law. Other regulations and requirements may apply. For more information, visit the City website or City Hall.

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Residential Rental Property Maintenance Checklist



The following information is a guide of common property maintenance items. It is not meant to include all code requirements. Maintaining your rental property in compliance with property maintenance codes is key to protecting your investment, attracting responsible tenants and being a good neighbor.

***Indicate most commonly found violation**

Exterior

DOORS

- Defect-free, functional, and weather-tight
- Insect and rodent-proof
- Not cracked, broken, delaminating, holes
- Egress doors safe, functioning locks
- Double key locks are not approved
- Secure frame, with proper hardware
- * Multi-family dwelling unit doors comply with security and fire requirements to include: self-closures, smoke gaskets, labels on door and frame, and approved hardware
- Doors to garages must have a 20 minute fire rating

EXTERIOR WALLS

- Weather-tight siding, no deterioration
- Soffit and fascia in good repair
- House numbers at least 4 inches high of contrasting color, visible from roadway

PAINT

- * No peeling, chipping, chalking, or deteriorated paint
- Wood surface weather-protected

FOUNDATION

- Structurally sound, properly graded, and free of holes/gaps

ROOF

- Structurally sound, good condition, leak-free; shingles and flashing good condition

GUTTERS/DOWNSPOUTS (if existing)

- * Good condition, no obstructions, securely attached to drain water away from structure

CHIMNEY

- Brick/block/stone, mortar, and flue liner in good repair
- Chimney cap is in good repair and UL approved

PORCH/DECKS

- In good repair, with guardrails at least 36 inch if over 30 inches above grade.
- * Properties with 3 or more units, grills are not allowed to be used or stored; grills are approved for storage and use on units with 2 or few units

- STAIRS/STEPS**
- In good repair, evenly spaced and securely attached
- Handrails if 4 or more risers
- Snow shoveled at all building entry/exits

YARD

- Proper grading sloping away from the property
- Appropriate ground cover such as grass, rocks, mulch
- Grass and weeds cut regularly no more than 6” if a vacant property, no more than 8” if occupied
- * No litter/debris, junk, tires, auto parts, or construction debris in yard
- Firewood neatly stacked, non-rotting, disease free precautions
- * No vehicles parking on an unapproved surface ie. grass

GARBAGE & RECYCLING

- Proper containers with lids closed
- Proper containment of compost
- Trash/garbage not overflowing
- Refrigerators/freezers for removal have doors taken off or secured
- * Trash stored behind front setback except night before and day of pickup and taken back the same day
- * Multi-family properties must have appropriate trash enclosure

VEHICLE REGULATIONS

- No abandoned, unlicensed, or inoperable or commercial vehicles parked/stored on property
- * Vehicles parked on approved parking surfaces in approved locations
- Car repairs (except for minor ones by owner) prohibited on property

Accessory Structures

GARAGES

- In good repair and weather-protected
- Secured with lock(s), not open to trespass
- No broken windows or damaged siding, soffit, or fascia, and roof is in good repair
- * Overhead garage door has safety sensor and/or auto reverse if equipped with automatic opener
- Garage opener is hardwired, no extension cords
- Garage service door meet door requirements

FENCES

- * No leaning, missing panels, deteriorated, or damaged fences
- Wood fences must be decay free or green treated
- No more than 7 feet tall
- Meets zoning code location requirements

Sheds

- No more than two accessory structures; a garage is considered an accessory building (1 garage and 1 shed or two sheds)
- In good repair and weather protected

Interior

WALLS & CEILINGS

- * Clean and In good repair— no holes, water damage, or chipping, flaking, chalking, or peeling paint
- No loose wallpaper or tile
- * Permit maybe required for multi-family properties if the fire wall is repaired or replaced

FLOORS

- Clean and In good repair— no holes or trip hazards
- No loose tiles or carpet
- Remove rugs preventing entrance door from closing
- Structurally sound

HALLWAY/LANDING

- Continuous, grippable, securely attached hand/guardrails required on open sides of landings/stairways 30 inches or more above grade
- Clear pathway with waterproof flooring
- Multi-family properties rugs must be removed from hallways in front of unit doors

WINDOWS

- Good condition, no broken or cracked glass; glazing in good repair
- Easily openable and close; must stay open without the use of a tool; frozen windows must be thawed
- * Screens are provided and good repair (no holes, tears, or damage to frame)
- Locks required where accessible
- Frame, sill, sashes are not cracked, peeling or deteriorated
- * Bedroom windows are not blocked and easily accessible
- Basement egress windows must not be obstructed on and have ladder if required
- Basement egress window cover must be easily removable without special knowledge and obstructed

DOORS

- Double key locks are not approved
- Interior doors operational and good condition (no holes)
- * Must fully open and close
- Must close and latch
- Locks must be correctly installed with key facing the into hallway
- Closet doors must be on track and function as designed

KITCHEN

- Either ceiling fixture & 2 separate remote outlets or 3

- separate remote outlets
- Hot water must be at least 120 degrees and have cold water with no leaks
- Kitchen sink connected to sanitary sewer, with functioning obstruction-free drains
- Appliances in good working condition/gas appliances connected w/ approved fittings and connectors
- Stove, refrigerator and other appliances clean, operable and in good repair, including gaskets
- * Food preparation, cooking surfaces, and cabinets surfaces durable, nonabsorbent, washable, and maintained
- Kitchen may not be used for sleeping
- Ranges/stoves must have proper anti-tip devices
- * GFCI outlets are functional and resets
- No evidence of rodents, pests, or other infestation

BATHROOM

- Tub/shower, washbasin, and toilet all properly installed, maintained, and in good repair
- * Caulking is intact and fully functional; mold or mildew caulking requires replacement
- Faucets min 1 inch gap above spill line
- * Openable window or mechanical venting required
- Hot and cold running water required from each fixture, and fixtures must not leak
- At least one light fixture; GFCI outlet is functional and resets

SLEEPING ROOMS

- * Proper door/egress window to outside, with clear pathway, windows not blocked
- * Operable smoke alarms, light, ventilation, egress windows, and window treatments required
- Minimum 70 sq. ft floor space (7 feet min width)
- Light fixture or outlets available
- * Smoke alarm in each room; Carbon Monoxide within 10 feet of bedrooms (see smoke and carbon monoxide alarms)

FIRE PROTECTION

- * Clear, safe distance of paint, boxes, rags, or other combustible materials from gas-fired appliances including furnace and water heater—36 inches required
- Path of egress not blocked by debris, storage, trash, snow/ice, etc.
- Continuous graspable handrails in all stairways, and floor covering secure
- Fire extinguisher provided where required and serviced annually
- Fire rated doors provided where required, such as attached garages (see Exterior—doors)
- Key to access building is kept in lock boxes
- Fire alarm monitoring systems are properly functioning and have required documentation