

**CHAPTER 120. RESIDENTIAL RENTAL PROPERTY REGISTRATION AND  
LICENSING.**

**§120.01 PURPOSE.**

The City recognizes a need for an organized inspection program of residential rental units within the City in order to establish and enforce minimum standards for rental units to meet City and State safety, health, fire, and zoning codes within the City and to provide a more efficient system to ensure that rental property is properly maintained. The City recognizes that the most efficient system to provide for rental inspections is the creation of a program requiring the registration and license of all residential rental units within the City so that orderly inspections can be undertaken.

**§120.02 DEFINITIONS.**

***RESIDENTIAL RENTAL PROPERTY*** means any building, structure, room, enclosure, or mobile home including the real property upon which it is located and which surrounds it, which is rented or offered for rent as living quarters. Nursing homes shall be specifically exempt from registration and license under this Section.

***RENTAL*** means the leasing of a rental unit to a non-owner for a fixed or non-fixed period of time. This does not include property which is being transferred to a non-owner pursuant to a written agreement that is recorded at the Traverse County Recorder's Office, such as a lease to buy, contract for deed, installment sale, purchase or other similar arrangement whereby nonpayment of a periodic payment means the occupants may be evicted with the necessity of either a statutory mortgage foreclosure procedure, a statutory termination of contract for deed or other similar statutory repossession procedure.

***PERSON*** includes natural persons as well as business entities, whether one or more.

***ENFORCEMENT OFFICER*** means any person designated by the City to perform inspections and determine compliance with the applicable rules, standards, statutes and ordinances.

**§120.03 REGISTRATION AND LICENSE REQUIREMENTS.**

It is unlawful for any person to hereafter occupy, allow to be occupied, advertise for occupancy, solicit occupants of, or let to another person for occupancy any residential rental property within the City for which an application for license has not been properly made and filed with the Browns Valley and for which there is not an effective license. Initial application and renewal shall be made upon forms furnished by the City for such purpose and shall specifically require the following minimum information:

- (A) Name, address and phone number of the property owner and, if owner is not a natural person, the name, address and phone number of a designated agent for the owner.
- (B) The name, phone number, and address of any person authorized to make or order made repairs or services for the property, if in violation of City or State Codes, if the person is different than the owner.
- (C) The real property owner or local agent must reside within Traverse County, MN.
- (D) The street address of the rental property.
- (E) The number and types of units within the rental property (dwelling units or sleeping rooms).

A rental property owner and/or the designated agent must notify the City in writing within 15 calendar days after any change in the above information.

**§120.04 FEES AND PENALTIES.**

There shall be a license fee for the initial license, a renewal fee every four (4) years thereafter. The fee shall be based upon the number of units in the case of multiple unit dwellings. There shall also be a license transfer fee and a license reinstatement fee. All fees shall be as established by the Ordinance Establishing Fees and Charges adopted pursuant to §30.11 of this code, as that ordinance may be amended from time to time.

**§120.05 MANNER OF REGISTRATION, LICENSING AND RENEWAL.**

(A) Initial application for license of property which is not licensed as residential rental property on the effective date of this Section, or for licensed residential rental property when there is a change in type of occupancy, shall be made by personally filing an application for license with the City of Browns Valley before the property is used as residential rental property or before use as a new type of occupancy.

(B) If there is a change in the type of occupancy from the type stated on the registration statement, a new registration statement and license will be required.

**§120.06 METHOD AND MANNER OF CERTIFICATION.**

- (A) Upon receipt of an initial application, the City of Browns Valley shall forward a copy to the enforcement officer, who shall then, at the next time he is scheduled to perform inspections with Browns Valley, perform an inspection of the property to determine whether such property complies with the provisions of applicable rules, standards, statutes and ordinances. A temporary license shall be issued by the City Clerk upon the receipt of a properly completed application.
- (B) The enforcement officer shall conduct an inspection and make a report thereon. No permanent license shall be issued if the premises and building do not fully comply with all provisions of the applicable rules, standards, statutes and ordinances which pertain to such dwelling units.
- (C) After being certified, each property which has had an occupant in the preceding four years shall be inspected every four (4) years thereafter in order to maintain its certification. The City Council may elect to postpone a scheduled inspection for a particular property only on a showing of good cause, and for a period not exceeding twelve (12) months. A postponement may only be given once every ten (10) years for a particular property.

**§120.07 METHOD OF RENEWAL.**

- (A) Registration shall be required annually and be issued prior to annual renewal date. The city shall be required annually to mail registration renewal forms to the property owner or designated local manager thirty (30) days prior to expiration and such renewal forms may be returned by mail, or in person to the City of Browns Valley
- (B) The city shall not register a rental unit unless the owner has paid all property taxes assessed to the property and the property is not delinquent in any other obligations to the city of Browns Valley.

**§120.08 METHOD OF CORRECTION.**

(A) Whenever an enforcement officer determines that any residential rental property fails to meet the requirements set forth in the applicable rules, standards, statutes or ordinances; the City shall issue a correction notice setting forth the violations and ordering the occupant, owner and/or owner's designated agent to correct such violations. This notice and order shall:

- (1) Be in written form;
- (2) Describe the location and nature of the violation;
- (3) Establish a reasonable time for the correction of any violation not to exceed thirty (30) days;
- (4) Be served upon the owner, the owner's designated agent and/or the occupant as the case may require. Such notice shall be deemed to be properly served if a copy thereof is:

- (a) Served upon the owner, the owner's designated agent and/or occupant personally; or
- (b) Sent by certified mail, return receipt requested to the last known address of the owner or designated agent.

(B) Failure to correct violations within the time period stated in the correction order shall result in an administrative penalty to be set by Council resolution, as well as other sanctions provided by law or this ordinance. If the correction order relates to actions or omissions of the occupant, and the occupant fails to make the necessary correction, the licensee may be required to remedy the condition by whatever means necessary. No adverse action shall be taken against a licensee for failure to remedy a condition during the pendency of a bona fide eviction proceeding being pursued diligently by the licensee.

(C) Whenever an owner or agent of a rental unit fails, neglects, or refuses to make such repairs or other corrective action called for by the notice of violation, the City of Browns Valley may undertake such repairs or action when in its judgment a failure to make them will endanger the public health, safety or welfare and the cost of such repairs and action will not exceed fifty (50%) percent of the fair market of the property to be repaired.

(D) When repairs are made or other corrective actions are taken at the direction of the City, cost of such repairs and corrective action shall constitute a debt in favor of the City of Browns Valley.

(E) Any rental unit shall be designated as unfit for human habitation when any of the following defects or conditions are found, and when, in the judgment of the City such defect creates a hazard to the health, safety, or welfare of the occupants or public:

- a. Is damaged, decayed, dilapidated, unsanitary, unsafe and/or vermin infested.
- b. Lacks illuminations, ventilation and/or required sanitation facilities.
- c. The general condition of the location is unsanitary, unsafe and/or unhealthful.

(F) Whenever any rental unit has been designated as unfit for human habitation, the City shall placard the rental unit indicating that it is unfit for human habitation, and if occupied, shall order the rental unit vacated within a reasonable time, such time shall not be less than fifteen (15) days nor more than thirty (30) days.

a. Whenever any rental unit has been placarded and vacated the City shall order City services and utilities to be disconnected.

(G) No rental unit which has been designated as unfit for human habitation, has been placarded as such and vacated shall be used again for human habitation until written approval is

secured from the City and the placard has been removed.

(H) The City will rescind the designation as unfit for human habitation and remove the placard when the defect or condition upon which such designation and placarding was based has been removed or eliminated and the rental unit is deemed as a safe, sanitary and fit place for human habitation.

(I) No person shall deface or remove the placard from any dwelling which has been designated as unfit.

(J) Any person affected by any decision of the City or by designation or placarding of a rental unit as unfit for human habitation shall be granted a hearing before the appropriate authority.

(K) Demolition of Dwellings. Any demolition necessary as a result of designation that the rental unit is unfit for human habitation must be done in accordance with Minnesota Statutes 463.152.

#### **§120.09 TRANSFER OF PROPERTY.**

To transfer the license from one property owner to another, the licensee shall give written notice, including the name and address of the transferee, to the City of Browns Valley of the proposed transfer, within thirty-days (30) after such transfer. The transferee must make application with the City and pay the required fee for a transfer of the license within thirty-days (30) after the transfer of property. Failure to make application within the specified time limit shall result in automatic forfeiture of the license. Relicensing of any property for which the license has been forfeited shall require application for a new license. Issuance of any license when there is a transfer of property shall require the property to be in compliance with all requirements of the applicable rules, codes, statutes and ordinances. The fee for license transfer shall be set by Council resolution.

#### **§120.10 LICENSE SUSPENSION AND REVOKATION.**

(A) Any license may be revoked or suspended at any time during the life of said license for grounds including, but not limited to the following:

- (1) False or misleading information given or provided in connection with the license application or renewal;
- (2) Failure to pay any fee herein provided for;
- (3) Failure to comply with 120.16, below;
- (4) Failure to correct violations in the time period prescribed;
- (5) Violations committed or permitted by the licensed owner and/or the owner's designated agent, of any rules, codes, statutes and ordinances relating to, pertaining to, or governing the license and the premises;

(B) A suspended license shall be reinstated when the circumstances leading to the

suspension have been remedied and a reinstatement fee as set by Council resolution has been paid.

**§120.11 MAINTENANCE OF RECORDS.**

All records, files, and documents pertaining to the Rental License Program shall be maintained for five years after the license expiration, in the office of the City of Browns Valley and made available to the public as allowed or required by the applicable laws, rules, codes, statutes or ordinances.

**§120.12 RENTAL APPEALS BOARD.**

The Rental Appeals Board is hereby designated to act as an advisory body. The Board shall consist of five (5) members appointed by the Council, and shall consist of the following described membership: 2 City Council members, 1 private landlord, 1 tenant, and a representative from Public Health. The Board shall hear appeals arising from a correction order and make recommendations to the Council to affirm, modify or reverse, in whole or in part, such order. This Board shall also review and approve administrative policies and procedures pursuant to this ordinance, and regularly review and make such recommendations, as the Board deems reasonable and necessary to the Council as to the schedules of fees and penalties required under this Section.

**§120.13 APPEAL PROCESS.**

When it is alleged by any person to whom a correction order is directed that such order is based upon erroneous interpretation of the applicable rules, standards, statutes or ordinance or mistake in fact, such person may appeal the correction order to the Rental Appeals Board.

Such appeal must be in writing, must specify the grounds for the appeal, must be accompanied by any filing fee set by Council resolution, and must be filed within five (5) business days after service of the correction order. Upon receipt of the written appeal, the City shall set a date for a hearing and give the appellant at least five (5) days prior written notice of the date, time and place of the hearing. By mutual agreement between the appellant and the City Administrator, the five (5) day notice may be waived.

The appellant shall have the right to appear and be represented by counsel. The Rental Appeals Board shall hear and consider the matter within thirty-days (30) of the filing of an appeal. The filing of an appeal shall stay all proceedings in furtherance of the action appealed from unless the enforcement officer certifies that such a stay would cause imminent peril to life, health, or property.

The Rental Appeals Board shall issue its recommendation to the Council and the appellant in writing within thirty-days (30) after the hearing. The Council shall thereafter affirm, modify or reverse the correction order upon such terms as the Council deems necessary to accomplish the purposes of this ordinance. A copy of the decision shall be mailed to the appellant.

**§120.14 AUTHORITY.**

Nothing in this Section shall prevent the City from taking action under any applicable rule, standard, statute or ordinance for violations thereof to seek either injunctive relief or criminal prosecution for such violations as therein provided. Nothing contained in this Section shall prevent the City from seeking injunctive relief against a property owner or designated agent who fails to comply with the terms and conditions of this Section on registration and licensing including an order prohibiting the occupancy of such rental units until violations of this Section have been remedied by the property owner or designated agent.

**§120.15 POSTING.**

Every licensee of residential rental property shall conspicuously post a receipted copy of the current license (in a frame with transparent cover) in a public corridor, hallway, or lobby of the rental property for which it is issued. For other than multiple dwellings, the licensee must post the license certificate in a frame with a transparent cover in such a manner so as to be easily viewed and readable at or near the front entrance of the building for which it was issued.

**§120.16 INSPECTION ACCESS.**

Property owners and their agents shall permit the enforcement officer to inspect all premises governed by this ordinance to determine if the building is operated as a rental property and/or to determine compliance with the provisions of this section, and shall fully cooperate with such inspections. The property owners or their agents shall make reasonable efforts to notify tenants of planned inspections of their rental units to the extent required by state law.

If an owner, occupant, or other person in charge of a dwelling, dwelling unit or a multiple dwelling fails or refuses to permit free access and entry to the structure or premises, or any part thereof, for an inspection authorized by this section, the enforcement officer may, upon a showing that probable cause (as the term is defined in Camara v. Municipal Court, 387 U.S. 523 (1967)) exists for the inspection or for the issuance of an order directing compliance with the inspection requirements of this section with respect to such dwelling, dwelling unit or multiple dwelling, petition and obtain an order to inspect and/or a search warrant from a court of competent jurisdiction. Except as specifically authorized to the contrary by the court in exigent circumstances, search warrants under this section shall be executed at reasonable times and after reasonable efforts to give the owner (or other person in charge) and the occupant at least five (5) days written notice of the date and time of the inspection authorized by the warrant. Property owners shall cooperate in the execution of all administrative search warrants and court orders, including providing access and entry to rented premises where directed to do so. An authorized representative of the property owner shall be present on the premises during inspections; however, failure of a property owner to comply with this requirement shall not deprive the City of the authority to inspect.

Failure of a property owner to obey any of the requirements of this subdivision shall subject the property owner to suspension or revocation of license, in addition to other remedies and/or

penalties provided by law. Any such suspension or revocation shall continue until the inspection sought has been completed, any violations satisfactorily remedied and any outstanding fees or penalties have been paid.

**§120.17 APPLICABLE LAWS.**

Licenseses shall be subject to all applicable rules, standards, statutes and ordinances; and this Section shall not be construed or interpreted to supersede any other such applicable rules, standards, statutes or ordinances.

**§120.18 TENANT IDENTIFICATION.**

Licenseses are required to provide names and vehicle license plate numbers of the occupants of the rental property within ten (10) days of a written request by the City of Browns Valley, or a Police Officer.

**§120.19 TENANT REQUESTED INSPECTION.**

A tenant may at any time request an inspection of the rental property in which they currently reside. A fee for such inspection shall be imposed on the tenant only if the Council finds, by a preponderance of the evidence that the request was made in bad faith.

**§120.20 RULES, POLICIES AND PROCEDURES.**

The City Council may adopt from time to time, by resolution, rules, policies and procedures for the implementation of this section. Violation of any such rule, policy or procedure by a property owner shall be considered a violation of this ordinance.

**§120.21 INSPECTION STANDARDS.**

All rental property will be required to meet basic standards set forth in the rental inspection form as may be amended from time to time and attached hereto as Appendix A to this section.

**§120.22 SEVERABILITY.**

If any provision of this section or amendment thereto, or the application thereof to any person, entity or circumstance, is held invalid or unconstitutional by a court of competent jurisdiction, the remainder of this section shall remain in full force and effect and the application thereof to other persons, entities or circumstances shall not be affected thereby.

**§120.99 PENALTIES.**

In addition to the sanctions mentioned in §120.14, at the discretion of the City Council, any owner, occupant, operator, or agent of residential real property who has received an Order or notice of an alleged violation of this Ordinance, and has not corrected the violation during the



period of time given on the Order or notice to correct the violation, may be subject to a daily fine in the amount of \$25 for each day said violation has not been corrected thereafter, to a maximum of 30 days. Additionally, each and every fine or fee levied by and pursuant to this Chapter is hereby made a lien upon the residential real property at issue, and all such charges are, on October 20 of each year, past due and delinquent, may be certified to the County Auditor as taxes or assessments on the real estate. Nothing in these Ordinances shall be held or construed as in any way stopping or interfering with the right of the City to levy taxes or assessments against any premises affected by any delinquent fine or fee.