



RENTAL REGISTRATION & INSPECTION INFORMATION

Using the Common Code Issues Checklist online, please conduct a review of your property before our inspector arrives to avoid the need for re-inspection. If you need to reschedule your appointment, please do so 48 hours or more before your scheduled appointment to avoid charges.

Inspections/Self-Inspections:

Building fee discount continues for properties with excellent compliance history: This reduction applies to qualifying properties (does not apply to single sleeping rooms or single interior apartments within an owner-occupied unit). This discount has been noted on the registration records of qualifying properties. The discount is based on the following criteria:

- 2 or fewer violations/unit
- No critical/life safety violations
- No suspension/revocation based on tenant behavior
- Timely remittance of registration
- Property is current on tax payment
- Total compliance and timely remittance of self-inspection forms

Properties are inspected every year or as needed based on specific concerns. Properties that get a self-inspection form are inspected by City staff every other year. Self-inspections require that property owner or manager must physically inspect the property and certify that it complies with rental codes. It is important that these forms be returned by the date specified in the letter, or a physical inspection will be required.

Self-Re-inspection: When an initial inspection indicates limited code corrections are needed, self-re-inspection is sometimes an option. This process is used when a repair is minor and can be certified by the owner or a copy of a repair receipt can be submitted to document that the issue has been addressed. The benefit to the owner is that there is no re-inspection charge and no need for a follow up appointment. This saves time for everyone. Please note that self-re-inspection is not allowed on smoke detectors because of the safety risk. Make sure they are operable at all times, have fresh batteries available and UL compliant. Remember to return the self-re-inspection form within the time frame specified to avoid an on-site re-inspection and fees.

Timing of Registration: Applications and associated fees must be postmarked or e-filed by **December 31, of the current year** to avoid late fees. Remember property taxes and other obligations to the City must be current in order to process registration, and registration can be revoked if not paid by the late payment date of **March 1, of the current year** or assessed to the property. If you are no longer renting a property previously registered, or if your management company has changed, please complete the appropriate section on the registration form and return it so our records can be updated. Please note that if you wish to re-register a property for which the registration has lapsed, the unit must be brought into compliance for current zoning and building code requirements prior to re-registration and rental.



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Inspection Schedule: For buildings that have four units or less, if an inspection date is not convenient for you, please call our office at 218.299.5434 to arrange a time that works better. For buildings with more than four units, you may also consider calling in advance of receiving an appointment notice to schedule the inspection when it may be most convenient to you with the Fire Department at 218.299.5298.

Training Opportunities:

- R-Home Program (Rental-Home Owners and Managers Education)
 - Go to the city of Moorhead website, Departments/Police/Campaigns & Programs
- [Minnesota Multi Housing Association](#) also offers rental housing management seminars in the Minneapolis/St. Paul area and occasionally closer to Moorhead.

Overcrowding: Please ensure your tenants know the limit of unrelated adults is 4 regardless of the size of the housing unit. Larger families must still have sufficient sleeping space. The requirement is 70 square feet for the first occupant of a sleeping room, and an additional 50 square feet for each additional occupant. Unscheduled inspections of rental units that have reasonable evidence of overcrowding are conducted periodically. Overcrowding is a common complaint from neighbors to rental properties, and there have been a number of unsafe living situations discovered during over-occupancy checks. If you would like to have the rental unit's sleeping space measured to determine maximum occupancy, we would be pleased to do so during your scheduled rental inspection.

Tenant complaints: Our inspection staff encourages tenants with maintenance concerns to contact the owner or manager of their housing unit before filing a complaint with our office. Please foster this communication with your tenants and respond as needed to avoid the need for code enforcement.

Fix Up Funds:

- [Minnesota Housing Finance Agency Rental Rehabilitation Deferred Loan \(RRDL\)](#)

Thinking About Going Smoke Free?

Increasing numbers of multi-housing owners and managers are making their buildings smoke free. Multi-housing owners, managers, and residents can all benefit from a smoke-free policy. Smoke-free buildings are cost-effective, safe, and healthy. Check out some of the advantages according to the organization **"Live Smoke Free"** at www.mnsmokefreehousing.org. **Live Smoke Free** has many resources available for landlords to explore this opportunity. You may also contact Clay County Public Health's Administrator for more information at 218.299.5220.