

## Penalties for Failure to Register a Rental Unit

### 152.999 PENALTY

(A) A person found to be in violation of this chapter is guilty of a misdemeanor. Each day in which any such violation shall continue shall be deemed a separate offense.

(B) The city may also enforce this chapter administratively in the following manner:

- (1) *First violation.* Violators shall pay an administrative penalty of up to \$250 and bring the dwelling, dwelling unit, or premises into compliance as required under this chapter within 30 days or such other time period as may be designated under this chapter.
- (2) *Second violation.* Violators shall pay an administrative penalty of up to \$500 and bring the dwelling, dwelling unit, or premises into compliance as required under this chapter within 30 days or such other time period as may be designated under this chapter.
- (3) *Third violation.* Violators shall pay an administrative penalty of up to \$1,000 and bring the dwelling, dwelling unit, or premises into compliance as required under this chapter within 30 days or such other time period as may be designated under this chapter, or suspension, revocation, or refusal to renew registration of a rental unit or such other provisions as set forth in this chapter.

(Am. Ord. 473, passed 12-12-2006)

## Rental Inspection Fees (per City Ordinance Chapter 36.16 RENTAL INSPECTION FEES)

- Single Family Residential -\$40
  - 2 to 4 Units - \$40/unit
  - 5 or more Units - \$35/unit
  - New Construction - \$15/unit
  - Reinspection Fee -\$30/ unit
  - No Show Fee - \$25
- (A no show fee will be assessed if a Property owner fails to show up for a scheduled appointment. The fee will be assessed if the property owner does not contact City Staff and reschedule their appointment at least two (2) business days prior and fail to show up. Property owners will be allowed one (1) cancellation before they are assessed the fee.)

### City of Park Rapids Rental Inspector

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*Rental Inspection  
and License  
Information*

*City of Park Rapids*

## **What is the purpose of the City of Park Rapids Residential Rental Property Program?**

The program was approved by the City Council in 2006 as a way to ensure that housing units within the City meet minimum health and safety standards. It is also a way to ensure that landlord's correct deficiencies and maintain their rental properties.

## **How often do you inspect rental properties and how long is my rental license good for?**

All rental properties within the City are inspected on a 3 year rotation and the license is valid for a 3 year period as long as the dwelling remains habitable.

## **What is being inspected?**

The rental inspection ensures that the rental dwelling is suitable for rental and complies with minimum health and safety standards. A full checklist of inspection items will be sent with the application and it is also available on our website at: <http://ci.park-rapids.mn.us/> or by contacting City Hall at 218-732-3163.

## **What is the cost (fee) of the inspection and license?**

The cost of the inspection depends on the type of unit being inspected. The full License Fee Schedule is printed on the back of this brochure.

## **How do I know if my property needs to be inspected?**

No rental unit shall be rented until it has been registered with the City and inspected by the Rental Inspector. Failure to register a rental unit prior to occupancy is considered a misdemeanor. A full list of the penalties are listed on the fold of this brochure. Please contact City Hall for more information at 218-732-3163.

## **What is the process for renewing an existing rental license?**

City Staff will notify existing property owners who are registered in the Rental Inspection Program prior to their license renewal. Staff will send out the application form, inspection checklist, fee schedule, list of inspection dates, and a contact to schedule an appointment.

## **When will the inspections be conducted?**

Generally notifications will be sent out in May and inspections will begin in June of each year. Once the property owner has received the notice for renewal, they will need to complete the application and return it to City Hall with the appropriate inspection fees. After the application and fee have been received, they must contact City Hall and schedule an appointment.

## **How long do the inspections take?**

The inspections take approximately 20 minutes per unit. The property owner or their representative must be present during the inspection and it is the property owner's responsibility to notify the tenants of the inspection at least 24 hours prior to the inspection.

## **Have more specific questions or need more information?**

Contact information for the Rental Inspector is printed on the back of this brochure, or you can call City Hall at 218-732-3163.