



## LICENSING OF RENTAL PROPERTY Application Checklist

**Please note that your application will not be accepted in parts. You must be ready to present all five items IN PERSON at the Neighborhood Reinvestment Division counter located in City Hall BEFORE city staff will begin the process of licensing your rental property:**

- Item 1.** A completed *Rental License Application*.
- Item 2.** A completed *Criminal Background Investigation* form (both pages).
- Item 3.** A copy of your or your manager's *Crime-Free Rental Housing Phase 1* certificate (sometimes called *Crime-Free Multi-Housing Phase 1* certificate).

OR

A receipt or other documentation that you or your manager has registered for and will be attending an eight-hour training to earn a *Crime-Free Rental Housing Phase 1* certificate.

- Item 4.** Payment of all applicable license fees (see fee schedule).
- Item 5.** You must be prepared to present a government issued picture identification (usually a Driver's License) at the time you turn in your application materials. Your ID will be photocopied and attached to the Criminal Background Investigation Form.

**Office hours for the Neighborhood Reinvestment Division are Monday through Friday, 8 a.m. – 4:30 p.m.**

Neighborhood Reinvestment Division – 763-767-6575 or 763-767-6420  
Coon Rapids City Website – <http://www.coonrapidsmn.gov>  
Email your questions to – [mposch@coonrapidsmn.gov](mailto:mposch@coonrapidsmn.gov)

UPDATED: 3/8/2011



# Item 1

Page 1 of 2

## Rental License Application

For office use only: License No. _____	PID No. _____
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RENTAL ADDRESS	
COMPLEX NAME: (if multi-family)	RENTAL ADDRESS:
DWELLING UNIT INFORMATION	
<b>Type of dwelling:</b> ___ single family    ___ twin home ___ townhome    ___ apartment	
<b># of buildings:</b> _____	<b>total # of units:</b> _____

RENTAL PROPERTY OWNER INFORMATION			
OWNER NAME:	DATE OF BIRTH:	PHONE:	
ADDRESS:	CITY:	STATE:	ZIP:
EMAIL ADDRESS:			

MANAGER CONTACT INFORMATION (if other than owner)			
CONTACT NAME:	DATE OF BIRTH:	PHONE:	
ADDRESS:	CITY:	STATE:	ZIP:
EMAIL ADDRESS:			

*The undersigned hereby applies for a rental dwelling license and acknowledges receipt of a copy of City Ordinance Chapter 12-900; acknowledges the provisions of the Building Maintenance and Occupancy Code 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 Chapter 12-900 of said ordinance. The undersigned hereby certifies that the above information is true and correct to the best of their knowledge:*

**Applicant Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Your property must pass a City of Coon Rapids rental property inspection conducted by a *Housing Inspector* before a rental license is issued. An inspection time will only be scheduled *after* Neighborhood Reinvestment Division staff have received and reviewed all five items listed on the 'Licensing of Rental Property Application Checklist.'**  
**Rental property inspections are performed Monday thru Friday 7:00 a.m. and 5:30 p.m.**

## Rental License Application

*Applicant must initial each section and sign at the bottom.*

By initialing each section you are acknowledging an understanding of key provisions of City Ordinance Chapter 12-900 regarding the Licensing of Rental Property.

1. \_\_\_\_\_ I understand that by owning rental property in Coon Rapids, I am operating a business in a residential zone of the city.
2. \_\_\_\_\_ I have received a copy of City Ordinance Chapter 12-900, Licensing of Rental Dwellings, and understand I am subject to the requirements contained therein.
3. \_\_\_\_\_ I or my manager has attended or is scheduled to attend a *Crime Free Rental Housing Phase 1* training or its equivalent (12-915).
4. \_\_\_\_\_ I understand the rental property must pass a rental property inspection conducted by a City Housing Inspector, and must continue to maintain the property accordance with provisions of 12-914.
5. \_\_\_\_\_ I understand I must screen all potential tenants by using a written rental application which contains sufficient information to conduct a Criminal Background check and a Credit History check (12-903).
6. \_\_\_\_\_ I must use a written lease for all tenants (12-903).
7. \_\_\_\_\_ In addition to a written lease, I understand my tenants must also sign a "Lease Addendum for Crime-Free/Drug-Free Housing" (12-903).
8. \_\_\_\_\_ I understand the City will conduct a Criminal Background Investigation on the Property Owner consistent with the provisions of 12-904.
9. \_\_\_\_\_ I understand I must provide 24 hour contact information for a person who resides within the twin city metropolitan service area who is responsible for code compliance of the rental property. This person will be either the owner or manager of the property (12-903).
10. \_\_\_\_\_ I understand the City Manager may deny or not renew a license and the City Council may revoke or suspend a rental license for failure to address any tenant or property issues as provided for in 12-916.
11. \_\_\_\_\_ In addition to any other sanctions or administrative penalties, it is a Misdemeanor to operate a rental dwelling in the City without a license for each building (12-921).
12. \_\_\_\_\_ I understand my rental license is not transferrable (12-905).
13. \_\_\_\_\_ I understand my rental license must be renewed annually (12-907).

The undersigned acknowledges that this is a partial listing of provisions within City Ordinance Chapter 12-900, and that a complete understanding of the ordinance can only be had by thoroughly reading it in its entirety. The purpose of providing this list is to address questions frequently asked by license applicants.

Applicant Signature: \_\_\_\_\_

Date: \_\_\_\_\_



# Item 2

Page 1 of 2

## LICENSING OF RENTAL PROPERTY Criminal Background Investigation Form

12-904 Requires a criminal background investigation be conducted on the Property Owner listed on the Rental License Application. If the property is owned by more than one individual the City may request additional information from the license applicant regarding all Property Owners.

Rental Property Address(es): \_\_\_\_\_

\_\_\_\_\_  
 First Middle Last Name Date of Birth

\_\_\_\_\_  
 Home Address City State Zip Code

\_\_\_\_\_  
 Daytime Phone Number

Have you ever been convicted of a crime; Felony, Gross Misdemeanor or Misdemeanor?  Yes  No

If yes, list the location, nature of the offense, and the disposition: \_\_\_\_\_

I understand that the City has the need to investigate my background and history in order to better evaluate my rental license application. I authorize any law enforcement official and any other person to furnish information regarding my criminal background to the City, and to permit the City to inspect and make copies of any such information. I further authorize any such persons to answer any questions concerning my criminal background. I fully understand that the information so obtained by the City may be used in the evaluation of my rental license application.

I hereby release any person who complies with this authorization and provides information from any and all liability for having done so.

DATE: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

<b>For office use only:</b> <input type="checkbox"/> Make and attach a photocopy of the government issued ID shown by the applicant. <input type="checkbox"/> The \$45.00 Background Investigation fee been paid.	Date Received _____ <input type="checkbox"/> Cash <input type="checkbox"/> Check <input type="checkbox"/> Credit Card
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## Item 2

Page 2 of 2

**LICENSING OF RENTAL PROPERTY**  
***Minnesota Bureau of Criminal Apprehension***  
**Computerized Criminal History (CCH) Data Request**

The following information is necessary for the Police Department to properly identify the applicant for the required criminal background investigation. This information will be retained only by the Police Department, as required by law, and will not be included in any investigative report submitted to the City Council or representatives, and will not become a part of the public record or released to the public except as required by law.

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First	Middle	Last
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**Date of birth**

**Male**

**Female**

**Race:** \_\_\_\_\_

Note that "Race" cannot be left blank. We are required to collect race data, as provided by the applicant, to perform a Computerized Criminal History.



## Licensing of Rental Property

# EARNING A CRIME FREE RENTAL HOUSING PHASE 1 CERTIFICATE

## To attend a Coon Rapids Crime Free Phase 1 course:

A registration form for the Coon Rapids Crime Free Rental Housing Phase I course can be obtained by:

- △ mail - call 763-767-6575
- △ pickup at the Coon Rapids City Center – Neighborhood Reinvestment Division
- △ online – <http://www.coonrapidsmn.gov> click on “Police,” under Department , then “Crime Free Multi Housing.”

Coon Rapids offers the Phase 1 course throughout the year. Our course schedule can be found online at: [www.coonrapidsmn.gov/police/crime free multihousing](http://www.coonrapidsmn.gov/police/crime-free-multihousing)

All training courses are held at the Coon Rapids City Center Council Chambers at 11155 Robinson Drive. Lunch is provided.

## To attend a course offered by another city:

Other cities throughout Minnesota offer Crime Free Rental Housing Phase 1 (sometimes also called Day 1) certification. **For those dates and locations visit <http://www.mncpa.net>.** If another location is chosen you must contact *that City* to register. Email, fax or mail a copy of payment and the registration for another City, OR the date, location, person you registered with and their phone number OR the Certificate to:

City of Coon Rapids  
Attn: Michelle Posch  
11155 Robinson Drive  
Coon Rapids, MN 55433  
[mposch@coonrapidsmn.gov](mailto:mposch@coonrapidsmn.gov)  
Fax No. 763-767-6573  
Phone: 763-767-6575

**PLEASE BE SURE TO INCLUDE YOUR RENTAL PROPERTY ADDRESS WITH ALL CORRESPONDENCE SO WE CAN RECORD IT APPROPRIATELY.**

## Registration Form

**\*\*Please Print Clearly\*\***

The training and student manual provided by the Coon Rapids Police Department is intended to foster safe neighborhoods through landlord involvement to reduce illegal activity. This information should not be regarded as legal advice or considered a replacement for the landlord's responsibility to be familiar with the law. In that regard, I release the police department and its employees from all liability and responsibility from my participation in this training program.

Signature \_\_\_\_\_

Date \_\_\_\_\_

Name (as you would like on your certificate) \_\_\_\_\_

Mailing address \_\_\_\_\_

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

In what city is your rental property located? \_\_\_\_\_

Daytime Phone: \_\_\_\_\_

Training Date(s) Requested: \_\_\_\_\_

\_\_\_\_\_  
(sign up early as space is limited)

*Please complete a separate registration form for each person attending. Fee is \$35 per attendee.*

**Please mail registration form with check to:**

Crime Free Rental Housing Coordinator  
Coon Rapids Police Department  
11155 Robinson Dr. N.W.  
Coon Rapids, MN 55433

**Make checks out to:  
"City of Coon Rapids"**

**Note: If you wish to attend a class offered by another city, you must contact that city to register.**

## How do I sign up?

- Pre-registration is required. Complete and submit the attached registration form for each person attending.  
**No refunds if attendance is cancelled within 10 days of the class.**
- If you require special accommodations (including dietary) for participating in the training, please call: Officer Bill Michael @ 763-767-6402.
- Eight hours of P.O.S.T credits are available for peace officers.
- Realtor License Continuing Education Credits may be available. Contact your local board of realtors for more info.
- The \$35 registration fee includes a student manual, boxed lunch, and refreshments.

**The full 8-hour class is required for CFMH certification.**

## Where is the training?

Coon Rapids City Hall  
City Council Chambers  
11155 Robinson Dr.  
Coon Rapids, MN 55433

**From Highway 10/Hanson Blvd interchange in Coon Rapids:**

- Take the Hanson Blvd Exit.
- Go south on Hanson to Robinson Dr. (First light)
- Go east on Robinson Dr. ½ mile.  
Park in City Hall Lot. Parking is free.



Coon Rapids Police present:

## **Crime Free Rental Housing Phase 1 Training**

*Keeping Illegal Activity  
Out of Rental Property*

### **Course Schedule**

Check the City of Coon Rapids webpage: [www.coonrapidsmn.gov](http://www.coonrapidsmn.gov) under "Police" Department, click "Crime Free Multi Housing"

**Or  
call 763-767-6481**

Our **Full day** courses run 8am – 5pm

**Evening** classes are occasionally offered. Those classes run two nights, 6pm to 10pm.

**\$35.00 per attendee**

## What is CFMH?

Crime Free Multi-Housing (CFMH) is a three-phase program designed to make rental housing safe and desirable places to live. **CFMH is pro- manager, pro-resident, and anti-crime.** Three primary components or phases that make up the program are:

**PHASE I:** Management/Owner Training

**PHASE II:** Crime Prevention through Environmental Design

**PHASE III:** Resident Crime Watch

## Who Should Attend?

Managers and employees responsible for screening and approving residents should attend. Property owners, maintenance workers, and regional managers also find the training valuable. Attendees obtain a better understanding of the program and often make policy changes.



**For CFMH Phase 1 Certification:**  
**Participants must attend the full 8 hours of Phase 1 training.**

CFMH Phase 1 Certification is required to obtain a license to rent property in Coon Rapids. Many other cities in MN are adopting this requirement as well.

## What will I learn?



Experts will teach you:

- Applicant Screening & Fair Housing.
- Understanding Section 8.
- Fire Safety and Prevention.
- Holding Tenant Meetings.
- Rental Agreements & Legal Issues.
- The Mediation Alternative.
- Crime Prevention Through Environmental Design (CPTED).
- Working with the Police.
- Recognizing Illegal Activity.

Speakers include: Housing Specialists, Fire Inspector, Drug Task Force Officer, Housing Attorney and Police.

## Why should I attend?

Benefits for Rental Managers:

- A stable, more satisfied resident base.
- Increased demand for rental units.
- A reputation for active management.
- Lower maintenance and repair costs.
- Increased property values.
- Improved personal safety for tenants, landlords, and managers.
- Peace of mind that comes from spending more time on routine management and less time on crisis control.



## Law Enforcement Benefits

- Tried and true crime prevention methods.
- Proven drop in calls for service.
- Statewide collaboration between cities, police and sheriff departments.
- Improved quality of life for the community by teaching property managers and residents how to work with police and neighbors to keep illegal activity out of rental property.
- This is Community Oriented Policing!



The MN Crime Free Multi-Housing Program is sponsored by:

**MN Crime Prevention Association**

For more information on Coon Rapids Crime Free Rental Housing or if you need special accommodations to attend contact:

**Officer Bill Michael**  
**Coon Rapids Police**  
**763-767-6402**

[michael@coonrapidsmn.gov](mailto:michael@coonrapidsmn.gov)

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*If you have additional questions regarding the Rental License Program, contact the Neighborhood Reinvestment Division 763-767-6575 or 763-767-6420.*

Low interest loans are available for improvements to rental properties. For more information, please call the CEE Financial Resources (Center for Energy and Environment) at 612-335-5885 or visit [mncee.org](http://mncee.org).



## **RENTAL DWELLING LICENSE**

Prepared by the Coon Rapids  
Neighborhood Reinvestment Division  
11155 Robinson Drive N.W  
Coon Rapids, MN 55433

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This document is designed to help you understand the rental licensing process, provide contact information, and help you prepare for the rental inspection prior to obtaining a rental dwelling license.

### **Why the Rental License Program is Required**

The operation of rental properties is a business enterprise that includes certain responsibilities. Rental Owners, Operators and Managers are responsible to take reasonable steps as are necessary to ensure that the citizens who occupy such rental units, as well as neighboring properties, may pursue the quiet enjoyment of the normal activities of life in surroundings that are safe, secure, and sanitary, free from noise, nuisances and annoyances, and free from unreasonable fears about safety of persons and property.

### **When Is A Rental License Not Required**

- A license is not required if the property is recorded with Anoka County as a relative homestead or a recorded contract for deed.
- A license is not required for Snowbirds or deployed active military personal.
- A license *is* required for Rent to Own and purchase agreements.

### **Conversion Fee**

- An owner occupied single family, town home, condo or twin home that has not previously been a registered rental property and is converted to a rental property shall pay a conversion fee of \$500. The conversion fee went into effect on September 1, 2009.
- The one time conversion fee includes the rental license application and inspection fees for the first year. (It does not include required training fees or background check fees.)

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### **Rental License Program Summary**

- A rental license application and owner background check documents are required to be submitted with the appropriate fee or conversion fee.
- A property manager is required to be assigned if the property owner lives outside of the Twin Cities Metropolitan Service Area.
- Completion of an eight hour Crime Free Rental Housing Phase I Training is required (from Coon Rapids or another city).
- A basic maintenance and safety inspection of the rental property by a City Housing Inspector is required.
- A Rental License will be issued when all information, fees and inspections have been passed.

### **Crime-Free Owner/Agent Training**

- Owners/Agents are required to attend an eight-hour Crime Free Rental Housing Phase I Training through the City of Coon Rapids or submit a certificate of completion from another city.
- Pre-registration is required for all Crime Free Training courses.
- Coon Rapids training availability can be accessed by going online to the City website at:  
[www.coonrapidsmn.gov/police/crimefreemultihousing](http://www.coonrapidsmn.gov/police/crimefreemultihousing)
- Other cities training availability can be accessed by going online to:  
[www.mncpa.net/training&events](http://www.mncpa.net/training&events)
- Or by calling the Neighborhood Reinvestment Division at 763-767-6575 or 763-767-6420.

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### **How to Get Started**

Ask for a Rental Information Packet to be mailed (call 763-767-6575) or picked up at Coon Rapids City Center, 11155 Robinson Drive, Coon Rapids, MN 55433.

A Rental Information Packet contains:

- a rental license application & background check forms,
- City Code Section 12-900 Licensing of Rental Dwellings,
- Inspection Points Checklist,
- Landlord and Tenants Rights and Responsibilities,
- Principles of Successful Rental Property Management Brochure,
- City of Coon Rapids Rental Dwelling License Brochure,
- Crime Free Rental Housing Phase I Training Information

**OR online:**

[www.coonrapidsmn.gov/department/housing](http://www.coonrapidsmn.gov/department/housing)

Application materials for all new rental licenses must be submitted to City Hall in person.

# 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.

# CITY OF COON RAPIDS RENTAL HOUSING CHECKLIST

## **ELECTRICAL**

All outlets/switch plate covers present  
All exposed wires concealed

## **SECURITY**

Locks on ground floor windows/doors  
Exterior door locks  
(key type deadbolts are prohibited)

## **CEILING**

Water damage, cracked, peeling ceiling  
repair to a good condition.

## **WALLS**

Repair holes in walls, water damage

## **FLOORS**

Flooring free of holes, cracks, tripping hazards  
Bathroom/kitchen water tight surfaces

## **STOVE/RANGE/OVEN**

All burners/oven elements operable  
Door gaskets in good condition

## **REFRIGERATOR**

Operable, secure gaskets, and handles

## **SINK/WASH BASIN**

Cleanable water tight surface free of chips/cracks  
Hot/cold water with good pressure

## **FOOD STORAGE/PREPARATION**

Cabinet doors/drawers, hardware in good condition  
Kitchen clean and sanitary

## **BUILDING PERMITS REQUIRED**

Mechanical - venting, water heater, furnace, AC  
Plumbing - replacing toilets, showers, fixtures  
Building - roof, siding, decks, windows

## **GARBAGE/RECYCLING**

Service is required and must be maintained.

## **TUBS/SHOWERS/TOILETS**

All washable and water tight surfaces  
around tub, shower, floor, toilets. Operable units.

## **VENTILATION**

Operable bath fans are required if  
there is not a bathroom window.

## **STAIRS & PORCHES**

Secure carpeting on stairs  
Handrails on all stairways  
decks/porches in good condition  
Decks over 30" in height must have guardrails  
3 or more risers must have handrails.

## **SMOKE/CARBON MONOXIDE DETECTORS**

A CO & smoke detector within 10 feet of each  
bdm & a smoke detector on each floor.

## **FIRE EXTINGUISHERS**

Required for three or more units  
Extinguisher cases free of broken/chipped glass.

## **WATER HEATER**

Free of leaks/rust, metal or approved drip pipe  
off the relief valve is required

## **FURNACE/AIR CONDITIONER**

Venting free of rust and units operable.

## **BUILDING EXTERIOR/YARD MAINTENANCE**

Roof/siding on house/assessory buildings  
in good condition. Sidewalks/steps maintained  
Yard/landscaping maintained (mowing/plowing)

## **BASEMENT BEDROOMS**

All sleeping rooms must have compliant egress  
windows or doors.

## **VEHICLES/OUTDOOR STORAGE**

Outdoor storage of items is prohibited  
Vehicles must be operable/currently licensed.