

## How to get started

The Rental Application packet is available online at:

[coonrapidsmn.gov/703/Rental-Properties](http://coonrapidsmn.gov/703/Rental-Properties)

You may request a Rental Application packet to be mailed to you by calling 763-767-6575. You may also pick up a packet at Coon Rapids City Center, 11155 Robinson Drive, Coon Rapids, MN 55433.

A Rental Information Packet contains:

- Fee Schedule,
- Rental License Application,
- Tax Identification form,
- Workers' Compensation Liability Certificate of Compliance form,
- Criminal Background Investigation forms,
- Crime-Free Multi-Housing Phase I Training information,
- Lease Addendum for Crime-Free/Drug-Free Housing,
- Rental Property Inspection checklist,
- City of Coon Rapids Rental Dwelling License Brochure,
- City Code Section 12-900 Licensing of Rental Dwellings

Application materials for all new rental licenses must be submitted at Coon Rapids City Center in person.



## Home Improvements

Low interest loans are available for improvements to rental properties.

For more information, please call CEE Lending Center (Center for Energy and Environment) at 612-335-5885 or visit [mnlendingcenter.org](http://mnlendingcenter.org).



## Rental Property License

*Rental property license process, contact information, rental inspection information*



Rental Housing Inspector  
763-767-6575  
City of Coon Rapids  
11155 Robinson Dr  
Coon Rapids, MN 55433

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.

## A License 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.

License fees are waived for deployed, active military personnel.

## When a License is Not Required

- If the property is recorded with Anoka County as a relative homestead or a recorded contract for deed.
- For Snowbirds.

## Conversion Fee

An owner occupied single family, town home, condo or twin home that is not currently 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 fees for required training or background check.)

## Summary

- A rental license application and owner background check documents are required to be submitted with the appropriate fees.
- A property manager is required if the property owner lives outside of the Twin Cities Metropolitan Service Area.
- Completion of an eight hour Crime-Free Multi-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.
- The rental license must be renewed annually. Periodic inspections are required.

## Crime-Free Multi-Housing Training

- Owners/Agents are required to attend an eight-hour Crime-Free Multi-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 dates can be viewed online at:

<http://www.coonrapidsmn.gov/262/Crime-Free-Multi-Housing>

- Training dates offered by other cities can be viewed online at:

<http://www.mncpa.net/calendar/>



If you have additional questions regarding the Rental License Program, contact the Housing Inspector at 763-767-6575