



### **Rental Property Inspections and Licensing:**

The City of Spring Lake Park requires that all rental property within the city be licensed. This includes apartment complexes, town homes, condominiums, duplexes and single-family rental dwellings. All dwellings that do not qualify for a homestead or relative homestead classification through the Anoka or Ramsey County Assessing Division are considered to be rental property and require a license. All rental licenses are renewed on an annual basis.

The current licensing fee schedule is as follows:

- Single Family: \$120.00
- Duplex: \$175.00
- Apartment: \$200.00 per Building plus \$25.00 per Unit.
- Rental Conversion Fee: \$500.00

Please note that any rental inspection, which requires three or more re-inspections will be, assessed an additional \$50 per inspection fee.

Any single-family home including townhomes, that wish to rent for the first time, are subject to a one-time rental conversion fee of \$500. The conversion fee includes the first year registration fee. Rental is defined as a structure being occupied by other than the owner of record on the Anoka/Ramsey County tax records database.

All Rental-housing inspections are conducted in accordance with the adopted International Property Maintenance Code (2006 IPMC). Prepared forms, checklists and certificates will be used to provide for consistency and uniformity in licensing and inspection of rental properties. Property owners will be issued certificates of compliance based on the results of scheduled inspection. These compliance certificates will be the basis for the approval of the required rental license. The performance goal is to inspect small rental property units every year such as single family and duplexes. Apartment unit inspections will be accomplished by inspecting one third of all apartments every other year.

All rental property is subject to a routine inspection. The inspections are conducted to ensure the housing stock is being maintained and to ensure a safe living environment for the citizens of our community.

[Click here](#) to review the Spring Lake Park City Ordinance, regarding rental licensing, rental requirements, and rental inspections.

To update information on your license (such as new mailing address or phone number), for more information on rental licenses or to obtain a rental license application, please contact the Building Official at 763-792-7212 or the Spring Lake Park Rental Clerk at 763-792-7210.

## **Additional Resources:**

Excellent resource for Landlords and Tenants Rights and Responsibilities is published by the Minnesota Attorney General Office. Minnesota Statute, Subdivision 2(b) requires landlords to notify residential tenants that this handbook is available at <http://www.ag.state.mn.us/Consumer/Handbooks/LT/default.asp>