

APPLICATION FOR RENTAL REGISTRATION LICENSE

CITY OF MELROSE
225 E FIRST ST N
PO BOX 216
MELROSE MN 56352
(320) 256-4278

Address of rental property _____ **NEW**

PID # _____ **RENEWAL**

Number of Units _____

Fee _____

OWNER'S NAME	ADDRESS, STATE & ZIP	PHONE #

List the complete name address and phone number of each owner/partner/corporate officer of rental property:

NAME	ADDRESS, STATE & ZIP	PHONE #

List the complete name, address and phone number of the caretaker/manager for above rental property: (Please note: If the owner lives out of Stearns County, there must be a designated property manager/caretaker locally to contact in case of emergency, etc.)

NAME	ADDRESS, STATE & ZIP	PHONE #

List the complete name, address and phone number of the owner's agent for receipt of notices of violations of the provisions of the Housing Code Regulations and City Code:

NAME	ADDRESS, STATE & ZIP	PHONE #

NOTICE TO APPLICANTS:

- A. The City Administration Office must be notified within 72 hours of any transfer of legal control such as contract for deed, lease to buy, etc., as well as change in local caretaker/manager for each rental property.
- B. Attached is a copy of Melrose City Code Chapter 151 Housing Code Regulations. Owners, agents and managers should become familiar with the Code Regulations.
- C. Failure to register rental property will result in a late charge as per the annual registration late fee schedule. Also, if no registration/renewal of rental property is received, the owner will be in violation of the Housing Code Regulations.
- D. Occupancy requirements in each rental unit is based on square footage. If Owners are not aware of these requirements for rental properties in which they own, please contact the Melrose Police Department to obtain this information.
- E. A Rental Registration License will be mailed to you at a later date. This license must be posted in a visible location in the rental dwelling at all times.

APPLICATION:

The undersigned applies for a Rental Registration License as required by City Housing Code Regulations and attests that the subject premises will be operated and maintained according to the City's regulations for rental property and understand that they are subject to applicable sanctions and penalties if not complied to. The undersigned further agrees that the subject premises may be inspected by the Compliance Official or any duly authorized representative as provided in the Housing Code Regulations. The applicant further certifies that all statements and facts in this application are true and authorizes the City of Melrose to investigate any or all statements or facts contained herein; acknowledging that the misrepresentation or the omission of facts called for will be just cause for the revocation/suspension of this Rental Registration License.

SIGNATURE: _____
OWNER/RESIDENT AGENT

DATE: _____

FOR OFFICE USE ONLY

Date Received: _____ Date of Inspection: _____

Approved By: _____

APPLICATION FOR RENTAL REGISTRATION LICENSE

CITY OF MELROSE
225 E FIRST ST N
PO BOX 216
MELROSE MN 56352
(320) 256-4278

Address of rental property 221 E Kraft Dr, Melrose, MN 56352 X **NEW**
 PID # 66.36987.000 _____ **RENEWAL**
 Number of Units 1
 Fee \$30.00

OWNER'S NAME	ADDRESS, STATE & ZIP	PHONE #
John Smith	321 E Sixth St N Melrose, MN 56352	320-256-8912

List the complete name address phone number of each owner/owner/corporate officer of rental property:

NAME	ADDRESS, STATE & ZIP	PHONE #
Same as above		

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Same as above		

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SIGNATURE: _____

OWNER/RESIDENT AGENT

DATE: 01/09/01

FOR OFFICE USE ONLY

Date Received: _____ Date of Inspection: _____

Approved By: _____

Crime Free Multi-Housing Program Plan

SECTION 1. The Program. The Crime Free Multi-Housing Program (Program) is a three-phase certification program for rental properties of all sizes, including single-family rental homes. The Program is available to owners and property managers of rental properties located in the City of Melrose (City). Necessary training and support of the Program is designed to provide for ease of participation. The Program is known to be effective in reducing criminal activity in rental properties. It is the policy of the City to encourage active participation in the Program by all rental property owners and property managers.

SECTION 2. Certification. To obtain and maintain certification from the City's Police Department, a member of the Program, a rental property owner or property manager must:

1. Successfully complete and implement all of the components of the Program within two years from the date of application to the Program. The components of the Program are:
 - a. Attendance at and successful completion of the management training component which shall be shown by demonstrating an understanding of each of the following subject matter:
 - 1) The Program and Ordinance;
 - 2) Rental applications and housing discrimination;
 - 3) Screening and background checks;
 - 4) Lease and lease addendum's;
 - 5) Unlawful detainer and eviction;
 - 6) Manager/Owner policies and roles;
 - 7) Data privacy;
 - 8) Narcotics and gangs;
 - 9) Section 8 housing;
 - 10) Rental licensing.
 - b. Compliance with environmental crime prevention requirements by owners for their rental properties or in the case of a property manager, for all rental properties that are managed by that property manager. Compliance shall be indicated by completion of the following requirements:
 - 1) Single cylinder deadbolt locks installed in each entry door for each dwelling unit;
 - 2) High security strike plate with 3-inch screws installed on each entry door for each dwelling unit;
 - 3) Door viewer - 180° peephole installed in primary entry door for each dwelling unit;
 - 4) Anti-lift/slide device installed on all windows and sliding glass doors;
 - 5) Security lighting adequate to illuminate exterior grounds;

- 6) Landscaping in a manner that provides for visual sight lines;
 - 7) Visible address numbering installed;
 - 8) Compliance with all Fire Code and Building Code requirements.
- c. At least once every 12 months make available, in cooperation with the Police Department, training for tenants in respect to the following subject areas:
- 1) The Program together with the concept of partnerships and sharing responsibilities;
 - 2) Crime concerns and prevention awareness techniques;
 - 3) Application of Neighborhood Watch program/principles.
- d. Include, implement, and enforce, as part of all written leases, the Lease Addendum for Crime-Free/Drug-Free Housing provided by the City.
2. Following successful completion of the Program components, attend annual retraining sessions and maintain compliance with all Program components.
3. Rental property owners who acquire additional rental properties following the successful completion of the Program must bring those properties into compliance within one year from the date of acquisition. Rental property managers who add additional properties for which they are responsible following the successful completion of the Program must bring those properties into compliance within one year from the date of assumption of management responsibilities.

SECTION 3. Decertification. Owners or property managers who do not maintain compliance with the certification requirements will lose their certification.

Before this decertification occurs the owner or property manager will be notified by regular mail postmarked at least ten (10) days prior to the proposed date for decertification. The owner or property manager may appeal the decision to decertify by providing written notice to the Police Department within fifteen (15) days of the mailing of the decertification notice.

No decertification shall occur following an appeal until the owner or property manager has been afforded an opportunity for a hearing before the Melrose Police Commission. If the Commission finds the owner or property manager has not maintained compliance with the certification requirements, the Commission shall give written notice to the owner or property manager by certified mail within ten (10) working days of the hearing date, of such findings, and recommendation to the Council that the owner or property manager be decertified.

Unless the owner or property manager appeals the decision of the Commission to the Council within five (5) working days of issuance of its findings and recommendation, the Council, at its next meeting shall decertify the owner or property manager. If the owner or property manager appeals the Commission's decision within the time period set forth

herein, the owner or property manager shall be afforded an opportunity to have the Council review the Commission's findings and recommendations and either affirm the Commission's findings and recommendations that the owner or property manager should be decertified or to substitute its own findings that the owner or property manager is in compliance with the certification requirements.

An owner or property manager who is decertified shall not be eligible to reapply for Program certification for a period of two (2) years following the date of decertification.

SECTION 4. Effective Date. This Program becomes effective upon adoption by the Police Commission and Council.

Adopted by the Police Commission: 07/16/02

Adopted by the City Council: 07/18/02

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 of 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 of 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 location, 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, landlord's 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

MANAGEMENT

Resident

by: _____

Resident

Date signed: _____

Date signed: _____

Resident(s) acknowledge receipt of this Addendum by signature of this document.

RESOLUTION NO. 03-009

RESOLUTION ESTABLISHING HOUSING CODE REGULATIONS FEES

WHEREAS, the City Council of the City of Melrose, on August 3, 2000, adopted Ordinance No. 2000-B, An Ordinance Adopting Housing Code Regulations that became effective upon publication of the Official Title and Ordinance Summary in the Melrose Beacon on August 12, 2000;

WHEREAS, the City Council adopted a Crime Free Multi-Housing Program Plan on July 18, 2002;

WHEREAS, the City Council adopted Ordinance No. 2002-D on July 18, 2002 and became effective July 27, 2002, which amended Ordinance No. 2000-B to allow background checks as called for in the Crime Free Multi-Housing Program Plan;

WHEREAS, Ordinance No. 2000-B states that the Council shall adopt a schedule of fees;

WHEREAS, the City Council wishes to encourage owners of rental property to become certified through the Crime Free Multi-Housing Program.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF MELROSE, MINNESOTA, that the following fee schedule be adopted:

1. Registration License Fee for rental property - \$40 per dwelling plus \$10 per dwelling unit or rooming unit. Registration fees shall be due upon registration or upon renewal on the first day of January in the year in which registration is due. A delinquency penalty of 5% of the license fee for each day of operation without a valid license shall be charged to owners of rental dwellings.
2. Registration License Fee for rental property certified through the Crime Free Multi-Housing Program - \$25 per dwelling plus \$5 per dwelling unit or rooming unit. Registration fees shall be due upon registration or upon renewal on the first day of January in the year in which registration is due. A delinquency penalty of 5% of the license fee for each day of operation without a valid license shall be charged to owners of rental dwellings.
3. Filing Fee for appealing to the Planning and Zoning Commission, acting as the Board of Appeals, on a Compliance Order - \$25. The Board of Appeals may reverse, modify, or affirm, in whole or in part, the Compliance Order and may order return of all or part of the filing fee if the appeal is upheld.

4. Reinspection Fee – The Compliance Official shall reinspect the property to determine if the owner has complied with the Compliance Order. If compliance has not been completed upon reinspection, the owner shall be assessed a reinspection fee - \$25 per dwelling plus \$5 per dwelling unit or rooming unit. The reinspection fee shall be charged for each subsequent reinspection for compliance.

Adopted by the Council this 2nd day of January, 2003.


ERIC SEANGER – MAYOR

ATTEST: 
ROSE ANN INDERRIEDEN – CITY ADMINISTRATOR