



**2019 RENTAL
REGISTRATION
NEWSLETTER**
November 2018



E-NOTIFICATIONS

Are you receiving electronic communications from us? Signing up for City e-Notifications is easy at www.cityofmoorhead.com. Click on "e-Notification" at the top of the City's website. Provide your email address and select the "Rental Property Communications" News category to get automatic notifications from the Rental Registration Program.

CITY OF MOORHEAD - 218.299.5434 - 8AM TO 4:30PM MON-FRI
Neighborhood.Services@cityofmoorhead.com

RENEW BY DECEMBER 31, 2018

ONLINE – Credit Card Payment:
<https://apps.cityofmoorhead.com/rentalrenewal>

MAIL OR IN PERSON – Renew at:
500 Center Ave – City Hall 4th Floor



Garbage and recycling totes must be stored in an enclosed building or against the back or side of the structure with lids closed. The City is receiving complaints about trash bins left at the curb or stored in the front yard. Thanks!

INSPECTIONS

Rental properties are inspected annually (unless they qualify for self-inspection) or as needed based on specific concerns. The Fire Department inspects rentals with 5+ units and Neighborhood Services inspects rentals with 1-4 units. For units qualifying for a self-inspection (5+ units are ineligible), a self-inspection form will be sent to you. You must perform the inspection and self-certify that it complies with rental codes. If the self-inspection form is not returned by the date specified in the letter, the City will perform the inspection.

REQUIRED FOR NEW LANDLORDS

CRIME FREE MULTI-HOUSING TRAINING

When: Spring: March 5 & 12, 2019
from 5-9 pm (must attend both days).

Fall: October 29 from 8am-5pm.

Where: Law Enforcement Center
911 11th St N, Moorhead

Register Online: Search "crime free" at
www.cityofmoorhead.com
Contact: 218.299.5143



**OCCUPANCY IS LIMITED
TO FOUR UNRELATED
ADULTS OR SQUARE FOOT-
AGE OF THE BEDROOMS**

MPD Record Check Fees - 2019

Starting January 1, 2019, there will be a \$10.00 charge for a record check (Moorhead PD data only, not a comprehensive background check). Although tenant record checks were conducted at no charge in the past, the rental program can no longer support this free service.

LOCAL MANAGERS REQUIRED

Rental property owners outside Clay County MN or Cass County ND must designate a local property manager.

2019 INSPECTION FEES

MISSED INSPECTIONS

1st: \$25

2nd & Subsequent (at same property): \$50

If you need to reschedule your appointment:

- ◆ 1-4 unit buildings, please provide **24 hours advance notice to avoid fees.**
- ◆ 5 or more unit buildings, please provide **one week advance notice to avoid fees.**

RE-INSPECTIONS

\$100 for first hour + \$100 for each additional hour (single-family homes typically take less than an hour).

Avoid a re-inspection by inspecting your property prior to your scheduled inspection.

APPLICATION DEADLINE—Postmark or e-file by December 31, 2018

Late fees apply to payments received after December 31, 2018. Late payments will be accepted until March 1, 2019. If payment is not made by March 1, your registration will be suspended.

If you are no longer renting a property previously registered, or if your management company has changed, please complete the appropriate section on the registration form and return it so records can be updated.

Please note that if you wish to re-register a property for which the registration has lapsed, the unit must comply with current zoning and building code requirements before it may be re-registered and rented.

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PROGRAM & FEE REVIEW FOR 2020

The Moorhead Rental Registration Program was launched to ensure that rental units meet city and state safety, health, fire and zoning codes and to provide a more effective system for compelling both absentee and local landlords to correct violations and properly maintain rental property in the City.

The rental program currently includes 7,244 rental units in 1,619 buildings throughout the City and is managed with staff from the Fire, Police and Community Development Departments.

In 2019, the City will be reviewing the services, structure and fees of the Moorhead rental registration program along with other similar programs throughout the State and region and would appreciate your input.

If you have any comments regarding the rental program, please send them to:

Neighborhood.Services@cityofmoorhead.com

REGISTRATION FEES IN 2019

The 2019 registration and inspection fee structure is unchanged from previous years. A \$50 building fee discount continues for properties with excellent compliance history. This discount has been noted on the registration records of qualifying properties (does not apply to single sleeping rooms or single interior apartments within an owner-occupied unit). To earn a discount, all of the following must be met:

- 2 or fewer violations per unit
- No critical violations (i.e., life safety)
- No suspension or revocation
- Timely remittance of registration
- Property taxes paid current
- Compliance and timely return of self-inspection form

SMOKE ALARMS

To comply with a 2016 state fire code, you must replace smoke alarms that are 10+ years old (see manufacture date on alarm) or not working. New alarms must use same type of power supply as those being replaced (i.e., wired, battery). Inspectors will require a re-inspection if alarms are older than 10 years. Save yourself a re-inspection fee!