

2018 Rental Registration

November 2017



CITY OF MOORHEAD

Phone: 218.299.5434 between 8:00 am - 4:30 pm, M-F
Email: Neighborhood.Services@cityofmoorhead.com

Renew by 12/31/2017

- Online Credit Card Payment:
<https://apps.cityofmoorhead.com/rentalrenewal>
- Mail or In-Person Renewals Accepted at:
500 Center Avenue – City Hall 4th Floor

See more details on the back side of this page!



NEW ENFORCEMENT IN 2018!

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 your self a re-inspection fee!

Emergency Lights

If your rental is required to have emergency lighting, test lights annually and keep a record for the inspector. The record must include a list of the lights tested, date of test, duration (min. 30), and if it passed or failed.



Local Property Managers Required

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

REQUIRED for New Landlords! Register for the Next Crime Free Multi-Housing Training

When: March 6 & 13, 2018 @ 5-9 pm (must attend both days). Also offered in the fall.

Where: Law Enforcement Center, 915 9 Ave N, Moorhead.

Register Online: Search “crime free” at www.cityofmoorhead.com.

Contact: 218.299.5143

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.

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 web-

site. Provide your email address and select the “Rental Property Communications” News category to get automatic notifications from the Rental Registration Program.

Remind your Tenants!

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 many complaints about trash bins left at the curb or stored in the front yard. Thanks!



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Registration Fees

The 2018 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

Application Deadline

Postmark or e-file by: December 31, 2017

Late fees apply to payments received after December 31, 2017. Late payments will be accepted until March 1, 2018. 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.

Inspection Fees

Missed Inspections

1st: \$25 **2nd & Subsequent** (at same property): \$50

If you need to reschedule your appointment, provide **24 hours advance notice to avoid fees**. If the City must cancel an inspection with less than 24 hours' notice, you will be compensated \$25 for the inconvenience.

Re-Inspections

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

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