



**2021 RENTAL
REGISTRATION
NEWSLETTER
November 2020**



**RENEW BY
DECEMBER 31, 2020**

ONLINE – Credit Card Payment:
[https://apps.cityofmoorhead.com/
rentalrenewal](https://apps.cityofmoorhead.com/rentalrenewal)

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

**LOCAL MANAGERS
REQUIRED**

Rental property owners outside Clay County MN or Cass County ND must designate a local property manager. **Please provide property manager email and phone numbers to ensure an emergency contact** (call or email the Neighborhood Services contact below).

Reminder: Before you hire someone that is going to have access to your rental units, contact the Moorhead Police Department at 218.299.5143 to have a Kari Koskinen Background Check completed at no charge.

THANK YOU

To the rental owners and property managers working with tenants to ensure housing stability throughout the pandemic.

OCCUPANCY IS LIMITED

The maximum number of occupants in a rental unit is based on square footage of bedrooms or up to four unrelated adults

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.

**RECYCLING
EDUCATION**

If you would like assistance educating your residents on proper recycling, please contact Public Works at 218-299-5347 for education materials or to schedule an educational session during a tenant meeting.

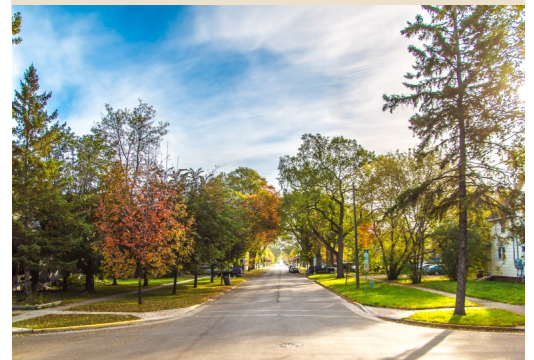
E-NOTIFICATIONS

Receive rental-related news updates in your inbox: 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.



**REMINDER –
SMOKE ALARMS**

To comply with a 2020 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!



2021 INSPECTIONS

APPLICATION DEADLINE—

Postmark or e-file by December 31, 2020

Late fees apply to payments received after December 31, 2020
Late payments will be accepted until March 1, 2021. If payment is not received by March 1, your registration may 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 may 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.

MISSED INSPECTIONS

1st: \$25 per building

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

RESCHEDULED APPOINTMENTS

Please provide **48 hours advance notice to avoid fees**

RE-INSPECTIONS

\$100 per building for first hour + \$100 for each additional hour
Avoid a re-inspection by ensuring your property complies with requirements prior to your scheduled inspection.

2021 MN CRIME FREE MULTI-HOUSING PROGRAM TRAINING

The MN Crime Free Multi-Housing training is an important part of the Moorhead Rental Program. Although the Fall 2020 training class was cancelled, all new owners/managers will be contacted in 2021 with updated training dates and times.

NEED A RECORD CHECK?

Contact the Moorhead Police Department for a record check (Moorhead PD data only, not a comprehensive background check). A fee of \$10.00 applies to each record check.

**Moorhead Police & Fire Departments
remind you to please make sure current
keys are located in your fire lock boxes.**

Thank you!

2021

REGISTRATION FEES

◆ Owner Occupied + 1 Unit:	\$85
◆ 1 Unit:	\$150
◆ 2-4 Units:	\$190
◆ 5-10 Units:	\$230
◆ 11-15 Units:	\$275
◆ 16-30 Units:	\$285
◆ 31-45 Units:	\$350
◆ 46-59 Units:	\$400
◆ 60+ Units:	\$500

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
- If you feel you should have received the \$50 discount but it is not showing on your renewal form, please contact the Neighborhood Services Department at 218-299-5434.

Security Access Door Codes

The Moorhead Police Department is asking for your assistance to access buildings with secure doors in case of an emergency. Our records system has a secure alert field that we can utilize to enter your security door access code allowing our patrol officers to quickly and easily get into your building to respond to calls for service. If you are willing to share an access code, please e-mail the building address and code to leann.wallin@moorheadpolice.com.