



RENTAL LICENSE APPLICATION

ALL INFORMATION ON THIS APPLICATION MUST BE COMPLETED
AND DOCUMENTATION MUST BE ATTACHED FOR SUBMISSION.
INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED.

1) OWNER INFORMATION

Name: _____ Business Name _____

Mailing Address: _____

City: _____ State: _____ Zip: _____

Phone Numbers: BUSINESS _____ EVENING _____

E-mail Address: _____

2) PROPERTY MANAGER OR AGENT INFORMATION (if different from property owner)

Name: _____ Business Name: _____

Mailing Address: _____

City: _____ State: _____ Zip: _____

Phone Numbers: BUSINESS _____ EVENING _____

E-mail Address: _____

3) RENTAL PROPERTY INFORMATION

Property Address(s): _____

Property Identification Number*: _____ Year Built _____

Type of Rental: ___ Single Family ___ Multifamily (2+ units) ___ Number of Buildings

Number of units (total): _____ Number of units ___ with ___ bedroom(s)

Number of units ___ with ___ bedroom(s)

Example: Number of units (total): 30 Number of units 20 with 1 bedroom(s); Number of units 10 with 2 bedrooms

4) APPLICANT AFFIDAVIT:

I hereby attest to the truth and accuracy of the information contained in this application .

Signature of Owner / Agent: _____

Date: _____

5) DESCRIBE HOW OCCUPANTS INQUIRIES OR COMPLAINTS ARE PROCESSED

6) PROVIDE A BLANK COPY OF YOUR LEASE INCLUDING THE FOLLOWING DOCUMENTATION:

6a) THE LEAD-FREE INFORMATIONAL MATERIAL FOR PRE-1978 PROPERTIES THAT SHOULD HAVE BEEN PROVIDED TO YOUR TENANTS _____ (INITIAL)

6b) ADDENDUM RELATING TO THE AMERICANS WITH DISABILITIES ACT AND FAIR HOUSING ACT _____

6c) IF CRIMINAL BACKGROUND CHECKS ARE CONDUCTED, YOU WILL FOLLOW THE CITY ORDINANCE SEC. 50-62 INCLUDED WITH THIS APPLICATION _____ (INITIAL)

7) RENTAL HOMEOWNERS & MANAGERS EDUCATION TRAINING NOT CURRENTLY AVAILABLE. TRAINING COMING SOON. ACKNOWLEDGEMENT THAT TRAINING MAY BE REQUIRED FOR NEW LICENSES AND LICENSE RENEWALS _____ (INITIAL)

8) CONFIRM THAT OWNER & PROPERTY MANAGEMENT HAVE RECEIVED MATERIALS RELATED TO THE ADA AND FHA _____ (INITIAL)

9) CERTIFICATION THAT OWNER PROVIDED UTILITIES ARE NOT DELINQUENT. THIS CAN BE IN THE FORM OF A RECENT UTILITY BILL OR CONFIRMATION FROM THE CITY UTILITY/FINANCE DEPARTMENT _____ (INITIAL)

10) ACKNOWLEDGEMENT THAT THE OWNER OR DESIGNATED AGENT HAS RECEIVED A COPY OF THE **CURRENT** RENTAL LICENSING ORDINANCE FOUND AS A PDF DOCUMENT ON THE RENTAL LICENSING WEBSITE OR REQUESTING A PRINTED COPY: <https://anokaminnesota.com/721/Rental-Licensing>

*TO FIND THE PROPERTY IDENTIFICATION NUMBER: ENTER STREET ADDRESS IN THE SEARCH FOUND AT:

<https://prtpublicweb.co.anoka.mn.us/search/commonsearch.aspx?mode=combined>

NOTICE RELATING TO THE AMERICANS WITH DISABILITIES ACT AND FAIR HOUSING ACT

I. Americans with Disabilities Act (ADA)

The ADA prohibits discrimination against individuals with disabilities by public entities. Among other things, the ADA prohibits public entities from, directly or through contractual, licensing, or other arrangements, on the basis of disability:

- denying people with disabilities an equal opportunity to benefit from their services, programs, and activities,
- denying people with disabilities the chance to participate or making them participate in different programs than available to others,
- failing to make reasonable modifications to policies, practices, and procedures where needed to make sure that a person with a disability can access their services, programs, or activities, or
- other limiting a qualified individual with a disability in the enjoyment of any right, privilege, advantage, or opportunity enjoyed by others.

The ADA protects individuals from discrimination based on a known association or relationship with an individual who has a disability. The ADA also protects organizations, such as residential service providers for people with disabilities, from discriminatory enforcement of local ordinances based on their known association with or relationship to individuals with disabilities. The ADA prohibits retaliation against individuals for asserting their ADA rights.

The ADA protects individuals with disabilities from discrimination in all services, programs, or activities of law enforcement agencies and local government, including emergency response services.

II. The Fair Housing Act (FHA)

The FHA prohibits conduct that has the purpose or effect of discriminating based on race or color, national origin, disability, sex (including sexual harassment), familial status, or religion. It prohibits housing providers and others from:

- discriminating in the sale or rental of, or otherwise making unavailable or denying, a dwelling to any person on the basis of a protected characteristic,
- discriminating in the terms, conditions, or privileges of the sale or rental of a dwelling, or in the provision of services or facilities in connection with a dwelling, on the basis of a protected characteristic, and
- interfering with or retaliating against any person in the exercise or enjoyment of, or on account of any person exercising or enjoying, or aiding or encouraging another person in exercising or enjoying any right protected by the FHA.

For more information on the Department of Justice's Civil Rights Division and the civil rights laws it enforces, please visit www.justice.gov/crt. Individuals may submit a report of discrimination online at <https://civilrights.justice.gov/>, call 833-591-0291 to report housing discrimination or call 800-514-0301 (TTY 1-833-610-1264) to report disability discrimination and to reach the department's ADA Information Line.



City Ordinance Sec. 50-62
Tenant background checks and roster.

Sec. 50-62. Tenant background checks and roster.

- a) As a condition of the license, the licensee must, as a continuing obligation, maintain a current roster of tenants and other persons who have a lawful right to occupy the rental dwelling or rental dwelling units. The licensee must designate the name of the person who will have possession of the roster and must promptly notify the property maintenance coordinator, or his designee, of any change in the identity, address or telephone numbers of this person. The roster must be available for inspection by city officials upon request.
- b) If a person under investigation by the city claims a lawful right to occupy a rental dwelling unit or be present on the rental property, the property maintenance coordinator, or his designee, may request to inspect the lease for the unit in which the person claims to reside. Upon such request, the licensee, or his designee, shall provide the lease for inspection.
- c) Tenant background checks. All licensees who choose to conduct criminal background checks on prospective tenants 18 years and older must do so in compliance with the following two-step procedure. Licensee must provide the written copy of this two-step criminal background check policy, provided by the city, to the applicant prior to accepting the application or application fee.
 - 1) Step one: Limited criminal background screening. A licensee may conduct a limited criminal background screening either for the applicant or for all individuals age 18 and older who will reside in the rental dwelling, as long as the policy is applied to all applicants consistently. The limited criminal background screening will consider only:
 - i. Felony criminal convictions related to the following categories of offenses: (1) property offenses¹, (2) fraud offenses², (3) major violent offenses against persons³, and (4) sex offenses⁴.
 - ii. Only those felony criminal convictions in the above listed categories where the conviction occurred within the last five years.

¹ Property offenses include theft, burglary, vandalism, arson and other criminal damage to property.

² Fraud offenses include identify theft, use of stolen checks, writing bad checks, counterfeiting, and forgery.

³ Major violent offenses include assault, battery, and homicide.

⁴ Sex offenses include rape, taking indecent liberties with a minor, pandering, sex trafficking, and sexual battery. Not included are victimless crimes such as prostitution or solicitation. Any other category of offense will not be considered. These categories were identified because they involve conduct by a person whose tenancy may present a current direct threat of harm to others or the risk of substantial damage to the property of others

- iii. The property's limited criminal background screening will not consider arrests, charges, expunged convictions, convictions reversed on appeal, vacated convictions, offenses where adjudication was withheld or deferred, pardoned convictions, and sealed juvenile records for any applicant or tenant. It will not treat people differently based on whether the applicant is on probation or parole.
- 2) Step two: Individual assessment. If an applicant is identified as having a felony criminal conviction in one of the specified categories of offenses within the five years prior to the application ("covered criminal conduct"), the property will provide an individual assessment of the applicant's current situation. The purpose of the assessment is to determine whether the applicant is able to fulfill the obligations of tenancy at the property.
- i. The property will first send a written notice to each applicant identified as having covered criminal conduct that includes specific information from the background check that creates a concern. The notice will inform the applicant that covered criminal conduct was identified in the limited criminal background screening and will invite the applicant an opportunity to provide additional information within seven days of receipt of the written notice for the property to consider. The requested information could include, for example, letters from parole officers, case workers, counselors, family members, or community organizations commenting on the applicant's responsible conduct and rehabilitation efforts.
 - ii. Based on the information received from the applicant, as well as the information provided by the property's criminal background screening provider, the property will then conduct an individual assessment of each applicant identified as having covered criminal conduct. The property will consider all applicants equally and render decisions in a fair and consistent manner. The property will consider the following factors in determining whether to approve or reject the application
 - 1) The facts or circumstances surrounding the criminal conduct;
 - 2) The age of the applicant at the time of the occurrence of the criminal offense;
 - 3) Evidence of a good tenant or employment history before or after the conviction or conduct;
 - 4) Evidence of rehabilitation efforts;
 - 5) The time that has elapsed since the occurrence of the conduct;
 - 6) Any information about the applicant that indicates good conduct since the offense occurred;
 - 7) Whether the conduct/conviction arose from the applicant's status as a survivor of domestic violence, sexual assault, stalking, or dating violence;
 - 8) Whether the conduct/conviction arose from an applicant's disability, including mental illness; and

- 9) Any other information related to whether the applicant's specific criminal history creates the potential that the property's current residents, employees, or property will be exposed to a heightened risk of crime.

- 3) If an applicant does not provide information for the property's consideration within seven days of the date of receipt of the "REQUEST FOR ADDITIONAL INFORMATION" letter, the property will assess the applicant based upon available information obtained during the application process, including the information received from the property's credit and criminal background screening provider.

(Prior Code, § 48-52; Ord. No. 2024-1798, § 1, 12-16-2024)

RENTAL LICENSE FEES

<p>RENTAL LICENSING: <u>(Annual License)</u></p> <p>Re-inspection with full compliance</p> <p>Re-inspection without full compliance</p> <p>Re-instatement fee with new application</p> <p>New License/Conversion/Re-instatement</p> <p>License Fee</p> <p>Reinstatement Fee</p> <p>Nuisance Call fee</p>	<p>The annual license fee will be tripled to cover the three year timeframe between license renewals</p> <p style="text-align: right;">No charge</p> <p>\$100.00, plus \$25.00 per failing unit</p> <p style="text-align: right;">\$100.00</p> <p>\$500.00 (every new license including change of ownership)</p> <p style="text-align: right;">\$110.00 Single Family</p> <p style="text-align: right;">\$160.00 – 2 Unit Dwelling</p> <p style="text-align: right;">\$180.00 – 3 Unit Dwelling</p> <p style="text-align: right;">\$200.00 – 4 Unit Dwelling</p> <p>\$170.00 Base Fee Plus \$10.00 per Unit for 5 or more Dwelling Units</p> <p style="text-align: right;">\$1,000.00</p> <p>\$250.00 for first required notification, \$500.00 for repeat notifications</p>
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