

This document is designed to help you understand the rental licensing process, provide contact information, and help you prepare for the rental inspection prior to obtaining a rental dwelling license.

Why have a Rental Dwelling License program?

The operation of rental properties is a business enterprise that includes certain responsibilities. Rental Owners, Operators and Managers are responsible to take reasonable steps as are necessary to ensure that the citizens who occupy such rental units, as well as neighboring properties, may pursue the quiet enjoyment of the normal activities of life in surroundings that are safe, secure, and sanitary, free from noise, nuisances and annoyances, and free from unreasonable fears about safety of persons and property.

Do I Need a License?

- If the property is recorded with Anoka County as a relative homestead or a recorded contract for deed a license is not required.
- A license is not required for Snowbirds or deployed active military personal.
- A license *is* required for Rent to Own and purchase agreements.

Rental License Application Submission

- A rental license application is required to be submitted with the appropriate fee.
- The application must be filled out completely with owner name, address, phone number, date of birth and agent information if required.
- A property manager is required if the property owner lives outside of the Twin Cities Metropolitan Service Area.
- One time submission of a blank copy of your Rental Application and Lease Agreement. Lease Agreement must include Lease Addendum for Crime-Free/Drug-Free Housing.
- Certification from Crime Free Rental Housing Program (Coon Rapids or another City).

Fees

- License Fees: \$100 per license annually.
- Inspection Fee: \$50/Building plus \$20/unit inspected.
- First Reinspection Fee: \$25/Building plus \$10/unit inspected.
- Each Additional Reinspection Fee: Doubles the previous amount.

What is the Single Family Conversion Fee?

- An owner occupied single family, town home, condo or twin home that is converted to a rental property shall pay a conversion fee of \$500. The conversion fee goes into effect on September 1, 2009.
- The one time conversion fee includes the rental license application fee, inspection fee and fees for monitoring the property for the first year. (It does not include required training fees.)
- *The Conversion fee comes into effect September 1, 2009.*

REQUIRED Crime-Free Owner/Agent Training

Phase 1

- Owners/Agents are required to attend an eight-hour crime-free housing course through the City of Coon Rapids or submit a certificate of completion from another source.
- A written lease that includes the Crime Free Housing Lease Addendum is required.
- Criminal background checks are mandatory.
- Actively pursuing eviction of tenants for violating the lease and/or crime free lease addendum.

Phase 2 and 3 of the Crime Free Training is optional and will determine how often the property is inspected and the amount of fines levied for code violations on the rental property.

Violation	Phase1 Fines	Phase 2 Fines	Phase3 Fines
1 st Violation	\$200	\$300	\$500
2 nd within 12 months	\$500	\$600	\$1,000
3 rd + within 12 months	\$1,000	\$1,200	\$2,000

What you should know about the Rental Inspection

- A letter with the time and date of the scheduled inspection will be sent to you after processing the rental application.
- If the date or time is not convenient please call and reschedule.
- A reinspection fee will be charged for missed inspections.
- The Owner or Agent is required to contact the Tenants at least 24 hours prior to the inspection (State Statute).
- The Owner/Agent is required to be at the rental inspection for the safety of the City Inspectors. If the Owner/Agent is a “no show” a reinspection fee will be charged.
- All animals must be caged during the inspection for the animal’s safety and the Inspector’s.
- The Rental Inspection is a maintenance and life safety inspection requiring approximately 20-30 minutes to complete. An inspection check list is sent with the letter scheduling the inspection.
- After the inspection, an Inspection Report listing any repairs needed will be sent to the Owner/Agent. Generally, interior repairs are given a 30 day compliance date and exterior repairs a 60 day compliance date.
- All fees are required to be paid prior to the rental license being issued or they will be assessed to the property taxes plus an administrative fee of \$65.

Inspection Schedule

- Rental properties will be inspected on a frequency based Inspection Point System.
- Each rental property will be categorized by the number of points received based on the condition of the property and police activity.
- Properties with more than four units will be placed in one of four categories and less than four units will be placed in one of three categories to determine the frequency of inspections.

What Happens If I Don't Get a Rental License?

A non-licensed property may be charged \$1,000 (\$500 violation fee plus \$500 conversion fee). A prior rental property may be charged \$670 (\$500 violation fee plus a \$170 license and inspection fee) in addition to other fines or actions as well.

Property owners will be exempt from the conversion fee as long as an application is received prior to September 1, 2009.

If you have additional questions regarding the Rental License program, contact the Neighborhood Reinvestment Division 763-767-6575 or 763-767-6420.

Ask for a Rental Information Packet to be mailed or picked up at City Hall, 11155 Robinson Drive, Coon Rapids, MN 55433

A Rental Information Packet contains:

- *a rental license application,*
- *return envelope,*
- *City Code Section 12-900 Licensing of Rental Dwellings,*
- *City Inspection Policy and Inspection Points Checklist,*
- *Landlord and Tenants Rights and Responsibilities,*
- *Smoke detector and carbon monoxide detector placement handout,*
- *Principles of Successful Rental Property Management,*
- *City of Coon Rapids Rental Dwelling License Brochure,*
- *Class schedule for Crime-free Housing Class,*

Low interest loans are available for improvements to rental properties. For more information, please call the CEE Financial Resources (Center for Energy and Environment) at 612-335-5885 or visit mncee.org.



RENTAL DWELLING LICENSE

(Effective 06/01/09)

**Prepared by the Coon Rapids
Neighborhood Reinvestment Division
11155 Robinson Drive N.W
Coon Rapids, MN 55433**

City of Coon Rapids Rental License Application

License No. _____

PID No. _____

CODE SECTIONS

Section 12-903(1): No person shall operate a rental dwelling without first obtaining a license from the City. A license must be renewed every year.
Section 12-905(4) Licenses are non transferable. The rental license expires and re-application must be made when a change of ownership occurs during the licensing year.
Section 12-903(3&4): No license shall be issued or renewed if the owner or designated agent (responsible for maintenance and able to accept legal notices) does not reside within the Twin Cities Metro Service area.

RENTAL ADDRESS

COMPLEX NAME:
(if multi-family)

RENTAL ADDRESS:

OWNER INFORMATION

OWNER NAME:

DATE OF BIRTH:

PHONE NO:
()

ADDRESS:

CITY:

STATE:

ZIP:

AGENT/CONTACT PERSON INFORMATION

AGENT NAME:
(if other than same or owner resides out of the metro area)

DATE OF BIRTH:

PHONE NO:
()

ADDRESS:

CITY:

STATE:

ZIP:

FEE SCHEDULE

PLEASE SUBMIT YOUR CHECK MADE OUT TO THE CITY OF COON RAPIDS

ANNUAL LICENSE FEE: \$100

INSPECTION FEE: \$50 PER BUILDING + \$20 PER UNIT INSPECTED

CONVERSION FEE FROM OWNER OCCUPIED TO RENTAL PROPERTY IS \$500 (INCLUDES LICENSE AND INSPECTION FEES FOR FIRST YEAR) STARTS SEPTEMBER 1, 2009.

RENTAL DWELLING LICENSES MUST BE RENEWED EACH YEAR

DWELLING UNIT INFORMATION

Type of dwelling

of units

of buildings

single family twinhome

townhome apartment

The undersigned hereby applies for a rental dwelling license and acknowledges receipt of a copy of City Ordinance Chapter 12-900; acknowledges the provisions of the Building Maintenance and Occupancy Code have been reviewed; and attests the subject premises will be operated and maintained according to the requirements contained therein, subject to applicable sanctions and penalties. The undersigned further agrees the subject premises may be inspected by the compliance official as provided in Chapter 12-900 of said ordinance. The undersigned hereby certifies that the above information is true and correct to the best of their knowledge:

Applicant Signature:

Date:

An inspection of your rental property is required before the license can be issued. An inspection date and time will be scheduled upon receipt of the application. Please feel free to contact the Housing Inspector (763-767-6575) to reschedule the inspection. Inspections may be scheduled Monday through Thursday between 7:00 a.m. and 5:30 p.m. Office hours are Mon. – Fri. 8 a.m – 4:30 p.m. FAX: 763-767-6573



PLEASE RETURN THE FOLLOWING INFORMATION

The following items must be returned for your rental application to be processed:

- 1. A completed *Rental License Application*. If you are a landlord that lives outside of the Twin City service area an agent is required. Birth dates are required for legal purposes and no City license can be issued without this information. No PO boxes will be accepted without a current owner address.
- 2. *Rental License Fee and Inspection Fee*. Single family, townhome, twin home, condo = \$170.00 (\$100-license + \$50-per bldg + \$20 per unit inspected). A license is required for each building of an apartment complex. A license is required for each individual property identification number (PID) for twin homes and townhomes.
- 3. A blank copy of your *Rental Application Form* used to screen tenants.
- 4. A blank copy of your *Lease Agreement Form* which must include the *Lease Addendum for Crime-Free/Drug-Free Housing*. A copy of the Lease Addendum for Crime-Free/Drug-Free Housing is available on the City Website or by calling the Neighborhood Reinvestment Division.
- 5. A copy of your *Crime-Free Rental Housing Program Certification*. You are required to attend an eight hour Crime-Free Housing Program seminar. Times and dates of the Coon Rapids seminars are enclosed in the packet of information or available online at the City Website. A Crime-Free Rental Housing Program Certificate from another City will be accepted.
- 6. A *Conversion Fee (if applicable) effective September 1, 2009*. All owner occupied dwellings that are converted into rental property will be charged a one time fee of \$500 which will include the first year license and inspection fees.

Neighborhood Reinvestment Division – 763-767-6575 or 763-767-6420

Coon Rapids City Website – <http://www.coonrapidsmn.gov>

Email your questions to – mposch@coonrapidsmn.gov

Registration Form

****Please Print Clearly****

The training and landlord guide provided by the Coon Rapids police department is intended to foster healthy and safe neighborhoods through landlord involvement to reduce drug dealing and other illegal activity in the community. The manual and training should not be regarded as legal advice or considered a replacement for the landlord's responsibility to be familiar with the law. In that regard, I release the police department and its employees from all liability and responsibility from my participation in this training program.

Signature Date

The full 8-hour class is required for CFMH certification. .

Name (how you would like it to appear on your certificate)

Title/Position

Rental Property Name

Rental Property Address

City, State, Zip

Management Company/Owner

Daytime Phone: _____

Number of units you are responsible for: _____

Training Date(s) Requested _____
(sign up early, space may be limited)

Please complete a separate registration form for each person attending the training. Make copies as needed.

Checks should be made out to **"City of Coon Rapids"**

Please detach and mail with check to:

Coon Rapids Police Department
Officer Terry Thomson
11155 Robinson Dr. N.W.
Coon Rapids, MN 55433

How do I sign up?

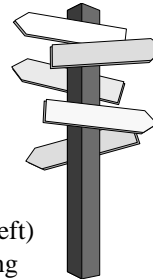
- Pre-registration is required. Complete and submit the attached registration form, copy as needed. No refunds after if attendance is cancelled within 10 days of the class.
- The \$35 registration fee includes a manual, lunch, and refreshments.
- If you require special accommodations (including dietary) for participating in the training, please call Officer Terry Thomson at 763-767-6482.
- Eight hours of P.O.S.T credits are available for law enforcement officers attending the full day training.

Where is the training?

Coon Rapids City Hall
11155 Robinson Dr.
Coon Rapids, MN 55433

From Highway 10 westbound:

- Take the Hanson Blvd Exit.
- Go south on Hanson (left) to Robinson Dr. (First Light)
- Go east on Robinson Dr. (Left)
- Park in the City Hall Parking Lot. Parking is free.



From Highway 10 eastbound:

- Take the Hanson Blvd Exit.
- Go south on Hanson (right) to Robinson Dr. (First Light)
- Go east on Robinson Dr. (Left)
- Park in the City Hall Parking Lot. Parking is free.

For further directions, please call Officer Terry Thomson at 763-767-6482

You may duplicate this registration for others



**Coon Rapids and Anoka
Police present:**

Crime Free Multi-Housing

Day 1 Training

"Keeping Illegal Activity Out of Rental Property"

See attached schedule for available dates

8:00 a.m. – 5:00 p.m. (Full Day)
Registration: 7:30 a.m.

6:00 p.m. to 10:00 p.m. (Evening classes)
Registration 5:30 p.m.

Coon Rapids City Hall

\$35.00 – Full Day



What is CFMH?

Crime Free Multi-Housing (CFMH) is a three-phase program designed to make rental housing safe and desirable places to live. **CFMH is pro-manager, pro-resident, and anti-crime.** Three primary components or phases that make up the program are:

PHASE I: Management/Owner Training

PHASE II: Crime Prevention Through Environmental Design

PHASE III: Resident Crime Watch

Who Should Attend?

Community managers and employees responsible for screening and approving residents should attend. Property owners, maintenance workers, and regional managers also find the training valuable. Many owners and managers obtain a better understanding of the program and make policy changes.



For CFMH certification, participants must attend the 8 hours of training.

In April of 2009, The City Of Coon Rapids made attendance at this Day One training mandatory in order to obtain a Rental License.

Complementary lunch, beverages and snacks provided.

What will I learn?

Topics covered during the class are:

- Applicant Screening & Fair Housing
- Understanding Section 8
- Fire Safety and Prevention
- Holding Tenant Meetings
- Rental Agreements & Legal Issues
- The Mediation Alternative
- Crime Prevention Through Environmental Design
- Working with the Police
- Recognizing Illegal Activity



Speakers include: Housing Specialists, a Fire Inspector, a Drug Task Force Officer, a Housing Attorney and Police.

Why should I attend?

Benefits for Rental Managers:

- A stable, more satisfied resident base
- Increased demand for rental units
- A reputation for active management
- Lower maintenance and repair costs
- Increased property values
- Improved personal safety for tenants, landlords, and managers
- Peace of mind that comes from spending more time on routine management and less time on crisis control



Law Enforcement Benefits

- Tried and true crime prevention methods
- Proven drop in calls for service
- Statewide collaboration between cities, police and sheriff departments
- Improved quality of life for the community at large by teaching property managers and residents how to work with police and neighbors to keep illegal activity out of rental property
- This is Community Oriented Policing!



The Minnesota Crime Free Multi-Housing Program is sponsored by:

Minnesota Crime Prevention Association

For more information contact:

**Coon Rapids Police Officer
Terry Thomson
763-767-6482**

You may duplicate this registration for others



CITY OF COON RAPIDS CRIME-FREE/DRUG-FREE HOUSING PROGRAM

Class Schedule:

Tuesday - May 18, 2010 - 8:00-4:30pm **FULL**

Saturday - June 19, 2010 - 8:00-4:30pm **FULL**

Tuesday - July 27, 2010 - 8:00-4:30pm

Thursday - August 26, 2010 - 8:00-4:30pm

CALL OFFICER TERRY THOMTON AT 763-767-6482 FOR MORE INFORMATION .

CITY OF COON RAPIDS RENTAL HOUSING CHECKLIST

ELECTRICAL

All outlets/switch plate covers present
All exposed wires concealed

SECURITY

Locks on ground floor windows/doors
Exterior door locks
(key type deadbolts are prohibited)

CEILING

Water damage, cracked, peeling ceiling
repair to a good condition

WALLS

Repair holes in walls, water damage

FLOORS

Flooring free of holes, cracks, tripping hazards
Bathroom/kitchen water tight surfaces

STOVE/RANGE/OVEN

All burners/oven elements operable
Door gaskets in good condition

REFIGERATOR

Operable, secure gaskets, and handles

SINK/WASH BASIN

Cleanable water tight surface free of chips/cracks
Hot/cold water with good pressure

FOOD STORAGE/PREPARATION

Cabinet doors/drawers, hardware in good conditon
Kitchen clean and sanitary

BUILDING PERMITS REQUIRED

Mechanical - venting, water heater, furnance, AC
Plumbing - replacing toilets, showers, fixtures
Building - roof, siding, decks, windows

GARBAGE/RECYCLING

Service is required and must be maintained.

TUBS/SHOWERS/TOILETS

All washable and water tight surfaces
around tub, shower, floor, toilets. Operable units.

VENTILATION

Operable bath fans are required if
there is not a bathroom window.

STAIRS & PORCHES

Secure carpeting on stairs
Handrails on all stairways
decks/porches in good condition
Decks over 30" in height must have guardrails
3 or more risers must have handrails.

SMOKE/CARBON MONOXIDE DETECTORS

A CO & smoke detector within 10 feet of each
bdrm & a smoke detector on each floor.

FIRE EXTINGQUISHERS

Required for three or more units
Extinguisher cases free of broken/chipped glass.

WATER HEATER

Free of leaks/rust, metal or approved drip pipe
off the relief valve is required

FURNACE/AIR CONDITIONER

Venting free of rust and units operable.

BUILDING EXTERIOR/YARD MAINTENANCE

Roof/siding on house/assessory buildings
in good condition. Sidewalks/steps maintained
Yard/landscaping maintained (mowing/plowing)

BASEMENT BEDROOMS

All sleeping rooms must have compliant egress
windows or doors.

VEHICLES/OUTDOOR STORAGE

Outdoor storage of items is prohibited
Vehicles must be operable/currently licensed.



Guidelines for placement and use of Smoke Alarms and Carbon Monoxide Alarms for single family dwellings, townhomes, duplexes and apartment buildings

Smoke Alarms

If your home has smoke alarms, check the date on the unit to determine how old it is. The NFPA recommends replacing your alarms every 10 years. All smoke alarms shall conform to the latest UL Standards. UL numbers are listed on the device and packaging.

Location

The State Building Code tells us that, smoke alarms shall be installed in each of the following locations:

- In each sleeping room (only in apartment buildings built after March 31, 2003 or single family/townhomes built after 1995); and
- Outside each separate sleeping area in the immediate vicinity of the bedrooms; and
- On each additional story of the dwelling, including basements but not including crawl spaces and uninhabitable attics. Install per manufacturers recommendations. See reverse side of handout for installation recommendations. .
- **Power source**
- Unfinished areas shall be hard wired and equipped with a battery backup.
- Finished areas may be solely battery operated.

Carbon Monoxide Alarms

Carbon monoxide alarms may be a combination type with a smoke alarm, or an outlet powered carbon monoxide alarm. All carbon monoxide alarms shall conform to the latest UL Standards. UL numbers are listed on the device and packaging. Install per manufacturers recommendations.

Location

- Within ten (10) feet of each room used for sleeping purposes.

Effective Dates:

- Effective January 1, 2007 all newly constructed single family homes and multifamily dwelling units.
- Effective August 1, 2008, all existing single family homes shall be equipped with an approved carbon monoxide alarm meeting U/L specifications.
- Effective August 1, 2009 all other multifamily or apartment dwelling units shall be provided with an approved CO alarm.

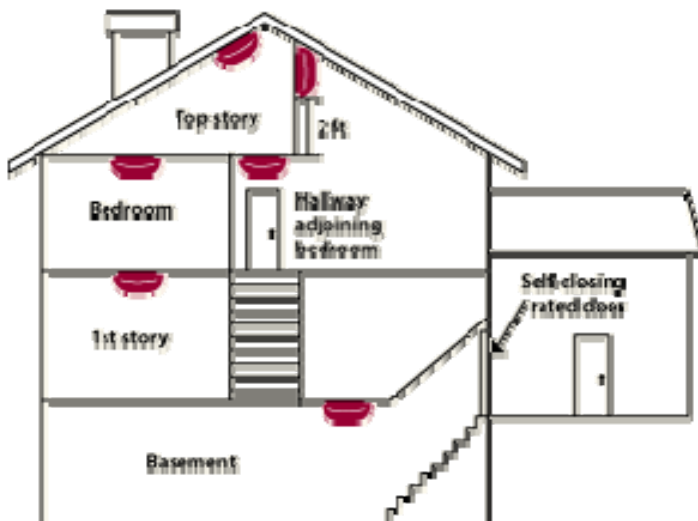
Exceptions:

Exceptions for Multifamily Dwellings with no in unit carbon monoxide producing equipment. (i.e. gas furnace, water heater etc.). Buildings with ONLY CENTRALIZED CARBON MONOXIDE PRODUCING EQUIPMENT may only be required to have approved Carbon Monoxide alarms installed between 15 and 25 feet of all carbon monoxide producing equipment. These detectors must be monitored by an approved alarm system.

Informational Websites

www.fire.state.mn.us and www.doli.state.mn.us

Guidelines for placement of smoke alarms



Single Family Dwelling, Townhouses and Duplexes

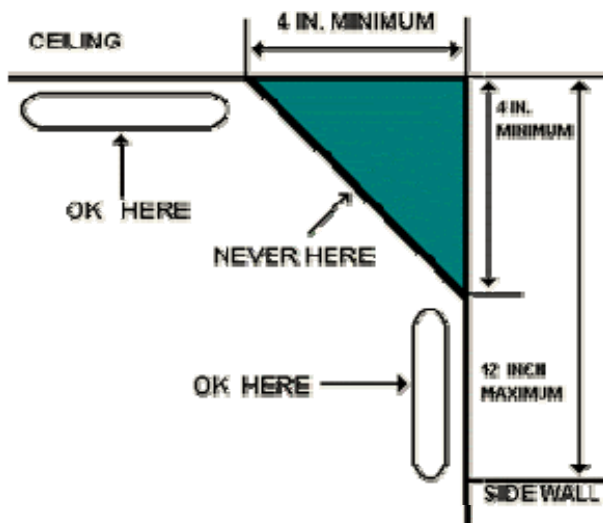


Figure of Smoke Detector location

Licensee: _____ License # _____

Property Address: _____

of Units Inspected: _____ Fee Amount: _____ Inspector: _____



CITY OF COON RAPIDS RESIDENTIAL RENTAL PROPERTY INSPECTION POLICY

The City Council of the City of Coon Rapids has passed an ordinance regulating residential rental property. Renting residential property is a business enterprise and as such it should be done responsibly and in a manner that does not lead to crime, blight or disruption of residential neighborhoods. The purpose of this policy is to set inspection standards that hold all residential rental property business owners to a consistent, high standard to ensure that rental property in Coon Rapids benefits all residents of the City by providing a quality housing option for those that need it.

Standards set in this policy are the minimum standards that must be maintained by all residential rental properties. When the minimum standards are not maintained the City of Coon Rapids may take any enforcement action authorized by the City's Rental Licensing Ordinance, and/or by any other local, State or Federal Law.

Inspection Schedule

Residential rental property will be regularly inspected by a rental inspector based on the Frequency of Inspection Point System. In addition to any inspection based on the Point System, the City may inspect a residential rental property for any of the following reasons:

- a) The property taxes on the residential rental property are delinquent and a proper challenge to the property taxes has not been filed.
- b) The rental inspection division has determined that the property has an excessive number of building code or property maintenance issues that reasonably warrant an inspection in a timely manner.
- c) The rental inspection division has reason to believe the property has been sold or the ownership interest in the property has been transferred.
- d) The property is being rented without a valid rental license.
- e) The property has an excessive number of police calls as determined by the Chief of Police.

f) Other factors that reasonably lead to the conclusion that the property should be inspected for health, safety or compliance reasons. In this instance, the reasons will be documented in writing.

If the Inspector finds substantial violations upon an inspection and/or re-inspection for the above reasons, the Inspector may accelerate the regular inspection by re-calculating the average points in the Frequency of Inspection Point System.

Single family conversion properties include single family homes, townhomes, condominiums, duplexes, triplexes and quads where the unit is converted from owner-occupied and/or homesteaded housing to rental property. Converted properties will be inspected at a minimum upon conversion and one year following conversion to establish the property's points for future inspections.

Number of Units Inspected

- a) Rental Properties with 10 or fewer units. At least 50 percent of the units will be inspected, with a minimum of at least one unit.
- b) Rental Properties with 11 to 24 units. At least 33 percent of the units will be inspected, with a minimum of at least 5 units.
- c) Rental Properties with 25 or more units. At least 25 percent of the units will be inspected, with a minimum of at least 10 units.

The residential rental housing inspector may inspect more than the minimum number of units noted above when the inspector has reason to believe, based on the condition of the property, that violations will be found in the additional units inspected.

Frequency of Inspections

Residential rental property will be categorized based on the number of points determined by the City Manager's designee. Rental property will be inspected on a frequency based upon the following categories:

Residential Rental Property with more than four units.

- oCategory 1 – Properties with an average of 16 points or more will be inspected every year.
- oCategory 2 – Properties with an average of between 11 and 15 points will be inspected once every two years.
- oCategory 3 – Properties with an average of between 5 and 10 points will be inspected once every three years.
- oCategory 4 – Properties with an average of 4 or less points will be inspected once every four years.

Residential Rental Property with four or less units.

- oCategory 1 – Properties with an average of 11 points or more will be inspected every year.
- oCategory 2 – Properties with an average of between 4 and 10 points will be inspected once every two years.
- oCategory 3 – Properties with an average of 3 points or less will be inspected once every three years.

Inspection Fees

Fees for inspections and re-inspections will be charged per Resolution No. 09-38___ and any subsequent amendment.

**CITY OF COON RAPIDS
RESIDENTIAL RENTAL PROPERTY FREQUENCY OF INSPECTION
POINT SYSTEM**

INSPECTION POINTS CHECKLIST

	Max. Points	Pts. Rec'd	General	Description	Inspector's Observations Comments
---	-----	-----	EXTERIOR	-----	
1	3		Electrical	All outlets/switch plate covers present. All wires concealed and waterproof where required.	
2	6		Security		
3	1		Address Numbers	Clearly visible from street, both day and night.	
4	1		Keybox	Mounted within six__ feet of the main entrance doorknob and no more than six feet above doorsill. (Applies to buildings with more than four units).	
5	6		Walls/Paint	No peeling paint or lead based paint. Uniform color and appearance. All walls must be protected from the elements by paint or other protective coating/treatment.	
6	6		Stairs/Porches/Decks	Carpeting, if any, secure. Handrails on all stairways and must be maintained in good condition. Decks/porches structurally sound and in good condition. Decks over 30" must have	

				guardrails. Balustrades and guardrails no more than foursix inches apart. Three or more risers must have handrails.	
7	3		Exterior Doors	Sound condition and good repair, capable of being easily opened from the inside without the use of a key. (Single family and first floor of duplexes may be equipped with double-cylinder deadoltsdeadbolts.)	
8	6		Windows	Sound condition, no broken glass. If openable window, must have hardware to hold in the “open” position, fit tight in frame and secure locking mechanism. (Locks required on every window up to and including second story or accessible by fire escape, stairs, etc.) Windows can be equipped with bars for security if they are not “egress windows.” Bedroom wWindows must be equipped with screens.	
9	3		Garbage Containers	Screened from sightte and of adequate size to handle quantity of trash and recycling. Must have lids and be waterproof. Buildings with four or more units must have a dumpster enclosure. (See other requirements in City Code)	
10	4		Exterior Lighting	Garages and surface parking areas of properties with more than four rental units must be adequately lit for security.	
11	3		Accessory Structures	Including, but not limited to, garages, fences, sheds and retaining walls maintained in structurally sound manner and in good repair.	

12	6		Rodents	No visible signs of rodent infestation or conditions on property or grounds that would harbor rodents.	
13	3		Landscaping	Maintained in appearance and does not otherwise violate City Code.	
14	2		Sidewalks / Driveways	In good repair to avoid tripping hazards or damage to property, must be of an approved impervious surface per City Code.	
15	6		Roof and flashing	Must be tight and waterproof, no signs of water penetration, shingles not curled or separated.	
16	3		Storage	Outdoor Storage prohibited. Unlicensed vehicles are prohibited.	
---	-----	-----	INTERIOR	-----	
17	6		Electrical	All outlets/switch plate covers present. No exposed wires or other electrical hazards.	
18	3		Locks	Locks on ground floor windows/doors. Exterior door locks. (key type deadbolts are prohibited except in properties with four or less units).	
19	4		Ceilings	Free from water damage, cracking or peeling. Maintained in good state of repair.	
20	6		Walls	No holes in walls or water damage visible.	
21	6		Floors	No holes in floors, free from cracks, tripping hazards. Bathroom / kitchen floors have watertight surfaces.	
22	4		Stoves/ranges/ovens	All burners/elements operable and door gaskets in good repair.	
23	4		Refrigerator	Operable, secure gaskets and handles and in good repair.	
24	6		Sinks / wash basins	Cleanable water tight surface, free of chips/cracks. Hot/Cold water with	

				good water pressure.	
25	4		Food Storage and Preparation Areas	Cabinet doors/drawers/hardware in good condition. Kitchen clean and sanitary.	
26	6		Tubs/Showers/Toilets	All washable and water tight surfaces around tub, shower, floor, toilets. Operable and in good state of repair. Good Hot/Cold water pressure.	
27	3		Ventilation	Operable bath fans required if no bathroom window. Fans maintained and not a fire hazard.	
28	6		Stairs	Carpeting, if any, is secure. Handrails on all stairs in good condition and securely mounted.	
29	6		Smoke Detectors & Carbon Monoxide Detectors	CO and Smoke detector within 10 feet of each bedroom & smoke detector in each bedroom and on every floor.	
30	3		Fire Extinguishers	Required if three or more units. Extinguisher case free of broken or chipped glass and maintained to be easily opened.	
31	4		Water Heater	Free of leaks/rust. Approved drip pipe off the relief valve required. In good state of repair.	
32	4		Furnace/Air Conditioner	Venting free of rust and debris, must be operable.	
33	6		Infestation	Free from insect and rodent infestation. Extermination must be done promptly and by approved process not injurious to health.	
34	4		Clothes Washer/Dryer	If provided must be kept in good repair. Lint traps must be cleaned regularly and ventilation from dryer must be exhausted outside of building.	
35	6		Overcrowding	The number of occupants in a dwelling unit must not create conditions, in the	

				opinion of the inspector, that endanger the life, health, safety or welfare of the occupants. No more than two occupants per bedroom.	
36	2		License Displayed	Rental License displayed in common area in compliance with rental licensing code.	
37	2		Tenant Roster and Leases	Located in an area and in a manner that is organized and accessible. (Inspector will not review roster or individual leases during inspection.)	

FREQUENCY OF POLICE CALLS

Points for frequency of police calls are based on the average number of police calls per unit per month. For properties with more than four units the average will be based on a four-year look back period. For properties with four or less units the average will be based on a three-year look back period. The look-back period coincides with the maximum inspection frequency established by the City Council.

Points	
0	Less than __ calls per unit per month.
1	Between __ and __ calls per unit per month.
3	Between __ and __ calls per unit per month.
5	Between __ and __ calls per unit per month.
10	More than __ call per unit per month.

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 or 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 or 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 locations, 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, his 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)

(Resident)

(Resident)

(Resident)

Date signed: _____

(Management)

Date signed: _____

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