

**If you do not license your property as a rental unit**

City Code makes it clear that the renting out of a residential property is a regulated business activity in the City of South St. Paul. You must have a license to conduct business. Failure to obtain the required rental license means that you are no longer authorized to conduct that business and an advisory notification will be sent to your tenants. The notice could impact their obligation to pay rent to you. The City may also issue you an administration citation for failure to comply with City Code.

# RENTAL HOUSING FREQUENTLY ASKED QUESTIONS

*City of South St. Paul*



Licensing Department  
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## **What is Rental Property?**

Single-family, duplex, triplex, four-plex, apartments, condominiums, townhomes or another residential rental dwelling that is used for residential occupancy by one or more persons who are not the owner or a member of the owner's family.

For the purpose of the ordinance, family is defined as follows:

Family means those persons legally related to each other in a linear relationship such as spouses, grandparents, parents, children, grandchildren and siblings. Family does not include branching relationships such as aunts, uncles or cousins.

Boardinghouse means a building other than a motel or hotel where, for compensation and by prearrangement for definite periods, meals or lodging are provided for more than three (3) unrelated persons. No person shall operate a boardinghouse in any zoning district within the City, which means that no more than three (3) unrelated persons may reside in one rental dwelling.

## **Who needs to obtain a rental license?**

Every person who owns property and operates it as residential rental property needs to secure an annual (calendar year) license for the right to conduct this business within the community. The license must be secured each year and the premises must be inspected at least once every four years.

## **How do I get licensed?**

- Come to City Hall and pick up an application, download the application from the City's website or request that we send you an application.
- Arrange an inspection of each rental unit by a City-licensed Housing Evaluator and provide the required inspection form. It must be dated within 48 months of the application date.
- Fill out the Rental Housing License application in full and return it to the Licensing/Code Enforcement Division. A copy of the final inspection report must be attached to the Rental Housing Application.
- Pay the per unit license fee and background investigation fee.

## **Housing Evaluators/Inspection**

City-licensed Housing Evaluators are independent contractors and are not employees of the City. As independent contractors, the Housing Evaluators may charge for their services at a rate set by the marketplace. If not you are not satisfied with the price quoted to you for an inspection and preparation of the required reports, contact Housing Evaluators who are licensed with the City.

## **Alternative Inspection Report**

The City's regulator program recognizes that there may be acceptable alternative methods for securing appropriate inspection of rental units that does not involve a City-licensed Housing Evaluator. An alternative inspection report does not include Section 8 Housing reports. The City's Building Official is given discretion to approve alternative inspection reports. An alternative inspection report must be dated within 12 months of the application date.