

Rental Housing Program Fact Sheet

In July 2019, the Delano City Council approved ordinance No. O-19-04 creating a Long-term Rental Housing Licensing Program. This program aims to protect the public health, safety, and welfare of Delano residents. Rental housing conditions that adversely affect or are likely to adversely affect the life, safety, general welfare, and health of renters can be corrected and prevented by enforcing minimum standards within the city.

WHY LICENSE RENTAL PROPERTIES?

The purpose of the Rental Licensing Program is to:

- Ensure the health, safety, and welfare of Delano residents
- Maintain the quality and stability of rental dwelling units
- Preserve and protect the existing housing stock
- Help maintain property values

TIERED LICENSING MODEL

The City of Delano has developed a Tiered Licensing Model to reward rental property owners who are compliant and responsive to the Rental Licensing Program. The Model is built around a set of criteria regarding the applicant's adherence to the Rental Program's *process* and the *quality* of rental properties upon inspection. The Model is structured to assign each rental property to one of two Tiers throughout the licensing period. Tier 1 properties meet *all* process and quality requirements, while Tier 2 properties fail to meet one or more of the Tiered Licensing Criteria listed below.

Tiered Licensing Criteria

Process Requirements

1. Meets all application and fee deadlines
2. Inspections scheduled in a timely manner
3. Compliant with license suspension, revocation and non-renewal policies within the last 4 years
4. Operates dwelling property with a valid license

Quality Requirements

5. All corrections identified by housing inspections are corrected within the ordered timeline
6. All verified tenant complaints comply with housing inspection orders within the licensing period
7. All Life Safety requirements are met during the initial inspection and each individual inspection thereafter

Life Safety items are identified in bold on the [Rental Property Inspection Checklist](#)

Licensing Renewal Terms by Tier

- Tier 1: The Rental License for Tier 1 properties is to be renewed every 4 years
- Tier 2: The Rental License for Tier 2 properties is to be renewed every 2 years

LICENSE REQUIRED

The program requires any person, firm, partnership, corporation or other legal entity operating a rental dwelling within the City of Delano to obtain and maintain an active license for every housing unit. The license is issued every two or four years and is valid until the date of expiration. Once the Rental License Application and proper fee is received a rental inspection is scheduled. Inspections are also required every two or four years depending on the property owner's respective tier.

All applications must be filled out completely and submitted with the required fee.

- This applies to all residential rental units, including single-family homes, duplexes and apartments
- Fees are based on the total number of rental units on a property

INSPECTIONS

The goal of the City's building department is to visit each rental property every 2 or 4 years and inspect every individual unit.

- **Single Family Dwelling Rentals** — Inspectors work with property owners and the tenants to schedule inspections. These inspections normally take 45 minutes to 1 hour.
- **Multi Family Dwellings Rentals (Apartments and Condominiums)** — Inspectors work with property managers to schedule inspections of individual apartments, common areas and mechanical rooms. These inspections take 15 to 20 minutes per unit.

The inspectors will issue corrective action requirements upon inspection and the owner will be given a timetable for corrections, depending upon the seriousness of each correction. Once corrections are made, and all fees paid, a standard rental dwelling license will be issued.

The following inspection related items are some of the things the building inspectors will be looking for:

- Plumbing
- Mechanical System
- Electrical System
- **Life Safety**

DISTRIBUTION OF RENTAL BUILDING INSPECTIONS

To distribute the inspections, rental housing properties will be separated into the following Classes.

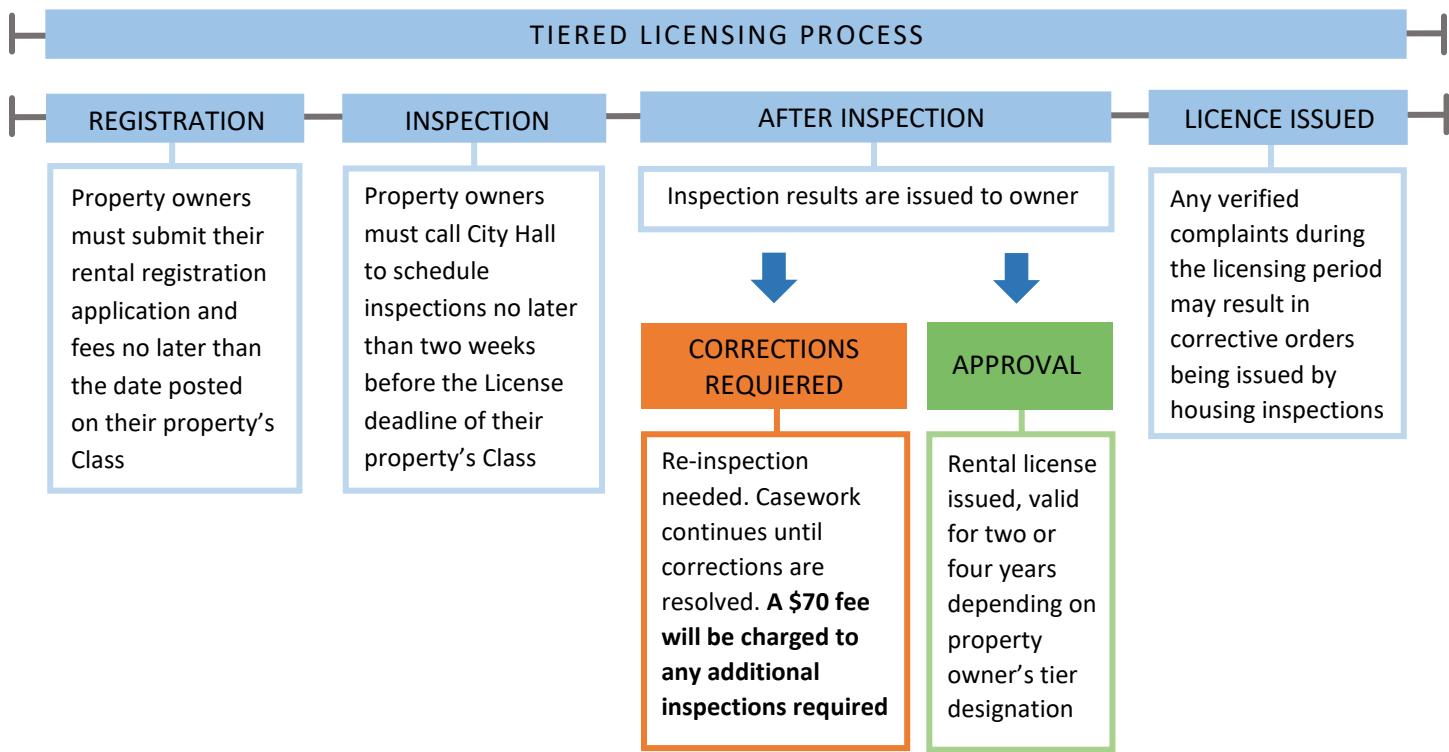
Classes	Type of Rental Units	Submit Application and Fees no later than:	Schedule Inspections by:	Property must be Licensed by:
Class 1	Apartments, Duplexes & Townhomes Built Before 1975	Dec. 1, 2019	Final inspections need to be completed two weeks before the License Deadline	Mar. 1, 2020
Class 2	Apartments, Duplexes & Townhomes Built 1975 and After	Aug. 21, 2021	Final inspections need to be completed two weeks before the License Deadline	Nov. 1, 2021
Class 3	Single Family Homes	Aug. 21, 2022	Final inspections need to be completed two weeks before the License Deadline	Nov. 1, 2022

Call City Hall to schedule inspections no later than two weeks before the License deadline of your property Class.
The license must be posted 10 days after receiving it.

FEES

Type of Dwelling	Registration Fee	Inspection Fee
Single Family Dwelling	\$50.00	\$70.00
Twin home/Duplex	\$50.00	\$70.00 per unit
Townhouse	\$50.00	\$70.00 per unit
Condominium	\$50.00	\$70.00 per unit
Apartment Complex 3-5 units	\$100.00	\$25.00 per unit
Apartment Complex 6+ units	\$100.00	\$18.00 per unit

LICENSING AND INSPECTION PROCESS TIMELINE



For more information on the Rental Licensing Program please visit our website at www.delano.mn.us, contact City Hall at (763) 972-0550, or by email at rentalhousing@delano.mn.us.