

December 1st, 2014



«C_First_Name» «C_Last_Name»
«C_Addr_1»
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«C_City», «C_State» «C_Zip»

Dear, Rental Property Owner

On January 1st 2015, the City's new Rental License Program as approved by Ordinance 2014-009 will go into effect. This new License program will replace the current Rental Registration Program, and include Crime Free Housing in partnership with the City of Faribault Police Department. This letter provides a summary of the basic requirements and information of the new Rental License Program.

Marty Smith, Planning/Rental Housing Technician will serve as the primary rental housing inspector for this program. With support from inspectors in the Building Code Division, Marty will inspect the properties for compliance with the Uniform Housing Code and other provisions of the ordinance. Sgt Mark Krenik, and CSO Supervisor Douglas Delesha will lead the Crime Free Housing Program.

As a current registered rental property, you will be issued a provisional license for every property you own (included with this mailing). If you do not receive a provisional license for a rental property you are operating, please notify the Community Development Department and we will update our records. These provisional licenses will remain in effect until such time that an inspection has been performed by the rental housing inspector and a rental type is determined for the regular license.

The initial inspection will result in the determination of the appropriate license classification. There will be a Type III License good for 3 yrs for above average performers, a Type II License good for 2 yrs for average performers, and a Type I License good for 1 yr for below average performers. The types are assigned based on amount of maintenance violations at the inspection, nuisance violations, and disorderly activity at the property. At any time during the license period a property may be brought up for review of the license type and issued a new classification type and expiration date based on failure to maintain the property, nuisance violations at the property, or disorderly activity at the property.

Every building containing dwelling units on your property will be issued its own license. Initially, as an inspection schedule is developed, an inspection appointment letter will be sent out with an invoice for the regular license. The fee schedule has been simplified to \$110 for a single family property, and \$110 per building plus \$20 per unit for multifamily buildings. Based on the type of license issued, this fee will be due 30 days prior to license expiration for renewals and at time of application for new rental licenses.

The Crime Free Housing Program administered by the Faribault Police will have multiple requirements including landlord attendance at a Phase I Crime Free Training class, background checks of

all prospective tenants over 18 yrs of age, and a Crime Free/Drug Free Lease Addendum required to be signed by new tenants and a part of any new or renewed lease after implementation of this program. More information on the Crime Free Housing Program may be found on the Police Department website at www.ci.faribault.mn.us/departments/police/crimefreemultihousing.

The Phase I Training only needs to be attended once by each landlord or property manager no matter of how many rental properties they have. The City of Faribault will be offering classes in early 2015 but landlords and property managers can also opt to attend in any other city in MN that puts on a Phase I training class based on the MN Crime Prevention Associations Crime Free Multi-Housing Program. More information on this class or locations may be found at www.mncpa.net. There is typically a fee of about \$25 to cover lunch and training materials given at the class.

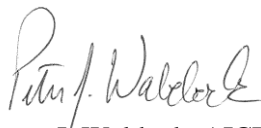
All owners or managers of existing registered properties at the time of the implementation of this License Program will have 4 yrs to attend the class and provide proof of certification from the class. Those properties issued a Type I License at any time that have not attended the class, will have 1 year to attend the class.

The City of Faribault is excited to move forward in a continued partnership with rental property owners to maintain a high level of quality and safety in the rental industry. More information on the Rental License Program and a copy of the new ordinance can be found on the City of Faribault website at the following web address:

www.ci.faribault.mn.us/departments/communitydev/buildingcode/rentalinspectionsprogram.

The City will continue to update its website as more information is available about the new program as far as forms and any other important information. If there are any questions about the new License Program please feel free to call Marty Smith at 507-333-0359 or for questions on the Crime Free Housing Program call Sgt Mark Krenik at 507-334-0944 or CSO Supervisor Doug Delesha at 507-334-0955.

Sincerely,



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