

Disorderly Use Ordinance

This ordinance provides a formal procedure to notify a rental property owner or manager of disorderly conduct that occurs on the property.

The ordinance requires a rental property owner or manager to respond to and resolve the occurrences of disorderly conduct occurring on the rental property. The City may take administrative action against the rental registration certificate if necessary.

How the ordinance works:

If the licensed premises were involved in a disorderly use, the city shall notify the license holder to take appropriate action to prevent further violations. If another instance of disorderly use of the premises occurs within 12 months the license holder is required to submit a written report to the Chief of Police within 5 days detailing all actions taken to prevent further disorderly use at the property. If another disorderly use occurs within 12 months of the two or more prior disorderly use notices, the license or right to obtain a license may be revoked or suspended for a specific unit or units located on the licensed premises.

No suspension or revocation or other sanctions shall be imposed where one or more of the three required disorderly use notices were mailed or delivered to the landlord after the rental property owner has filed an unlawful detainer action with the district court for the particular unit or units identified in the disorderly use notice.

Anyone who willfully disables a smoke detector or causes it to be nonfunctioning is guilty of a misdemeanor.

Crime Free Housing

You are not required to participate in the Crime Free Housing Inspection. The program is voluntary and is offered to improve security and overall safety to your property.

You can reduce crime by participating in this program and learning what changes are needed to improve security in your units. Many crimes can be prevented by a proactive approach to crime. The goal of the inspection is to make it more difficult to commit crime in rental property by enhancing security and making simple changes to reduce crime in your area.

Simply request this inspection on your application and the inspector will complete the additional inspection at no charge.

Working together this program is offered by the Owatonna Police Department and the Owatonna Fire Department to reduce crime in rental property.

Prospective Tenant Background

Any Owner may request that the Police Department conduct a criminal history background investigation of a prospective tenant. The applicant shall pay an investigative fee as established by the City Council.

Owatonna Police Department
204 E. Pearl Street
Owatonna, MN 55060
507-444-3800
ci.owatonna.mn.us/police

Owatonna Fire Department
107 W. Main Street
Owatonna, MN 55060
507-444-2454
ci.owatonna.mn.us/fire

CITY OF OWATONNA

RENTAL PROPERTY LICENSE PROGRAM



Safe and Crime-Free Housing

CITY OF OWATONNA

Rental Property License Program

The City of Owatonna has four ordinances to promote safe and crime free housing in rental property:

- Rental Property License Requirement
- Rental Property License Fees
- Owatonna Minimum Housing Code
- Disorderly Use Ordinance

The program goal is to be proactive in reducing life safety hazards and in reducing crime in rental property.

The ordinances benefit both landlords and tenants by providing an effective program to eliminate problems with rental property. The ordinances provide a tool for the City of Owatonna to utilize to effectively resolve issues with rental property. The ordinances are available on-line at:

ci.owatonna.mn.us/city/city-of-owatonna-city-code.

Landlord Responsibilities

All rental property as defined in the ordinance needs to be licensed effective September 1st, 2003. Applications for a license can be picked up at the Owatonna Fire Station located at 107 W. Main Street or they can be found on-line at: ci.owatonna.mn.us/fire/rental-property-license-application-form

How the Program Works

1. Rental property owners must complete a Rental License Application.
2. Return the application to the fire department and schedule a time for your Minimum Housing Code inspection. If you are unable to make your inspection appointment, you must call the fire department to cancel your appointment.

(Cancellations received 24 hours before the inspection will not be required to pay a new inspection fee when a new inspection date is scheduled).

To schedule inspections or to cancel an appointment, please call:

**Owatonna Fire Department
507-444-2454**

Hours: 8:00 am to 4:30 pm Weekdays

3. Notify your tenants prior to the inspection to get permission to enter all units on the scheduled inspection day.
4. You may request a copy of the inspection form prior to the inspection to assist you in identifying and fixing problems. The form may also be found on-line at: ci.owatonna.mn.us/fire.
5. If the inspector finds violations with your property, you will be provided a copy of the inspection form noting the problem, the code that

applies to the problem and a reasonable amount of time to make any needed improvements. After correcting the problems, you must schedule a time for the property to be reinspected. The license will be issued when all problems are corrected.

6. If you have any questions or concerns about the inspection or correcting a problem, please feel free to contact the inspector for assistance.
7. Upon successful completion of the inspection and payment of fees, you will be awarded a rental license. The license is good for a period of two years. Every two years you will need to renew the license.

Current Rental License Fee Schedule

Units	License	Inspection	Total
1	57.75	\$20.00	\$77.75
2 - 4	74.25	\$20.00	\$94.25
5 - 10	99.00	\$20.00	\$119.00
11 - 35	175.50	\$20.00	\$195.50
36 +	390.00	\$20.00	\$410.00

Expired Licenses – Any license that is allowed to expire for more than 30 days will be cancelled. Owners of these properties lose all grandfathering rights. To have your license reinstated, you will need to apply for a new license and bring your building up to current codes. Keep your license current!