

## Important Rental Dwelling Licensing Information:

**Please be advised that effective May 1<sup>st</sup> 2010, rental dwelling licenses will not be issued for either new rental properties or renewals of existing rental properties should there be unpaid utilities or prior years property taxes owed.**

- For property tax information, contact the City of Robbinsdale Assessing Dept at 763-531-1217.
- For utility billing information, contact the City of Robbinsdale Finance Dept at 763-531-1211.

New rental (1<sup>st</sup> time) inspections will not be scheduled until delinquent property taxes and utilities have been brought current.

## The Rental Housing Inspection commonly includes the following items:

### Exterior / Grounds

All exterior surfaces, including but not limited to: siding, roofs, foundations, doors, door and window frames, cornices, porches, trim/fascia, balconies, decks, fences and accessory structures must be maintained in good condition and be structurally sound so as not to pose a threat to the public health, safety or welfare.

- **The most common problem found in rental properties is the accumulation and improper management of trash, refuse or rubbish.** Besides rubbish accumulation, this includes exterior storage, trash / recycle cart use and placement, materials placed between garages, inside window wells or along the alley Right-of-Way. (ROW)
- Height and condition of incoming electrical lines, electrical mast head, trees touching electrical lines. Condition of exterior electrical wiring, garage wiring. No extension cords used in-lieu of permanent wiring.
- Grass / weeds over 8” tall. Condition of fences. Improper composting operations, brush / branch piles, lack of “ground cover” such as grass. Trees touching roofs. General grading and pitch of walks, patios to shed water away from the dwelling.
- Condition of walks, driveways, stoops, steps, hand / guardrails, decks, gutters and downspouts. Gutter systems are not required, but minimum standards apply, if a system is present.
- Loose, missing or decayed siding, trim at all structures including condition of doors and jambs.
- Damaged roofing material or signs of leaking roofs.
- General level of maintenance at all windows including screens, missing paint / putty, jagged or missing, or cracked glass.
- Excessive peeling or missing paint. Condition of chimney.
- Escape access and ladders (if required) at egress wells.

### Garages

- Interiors are inspected if renter is to have access and if there is electrical power in the garage.
- Two off-street vehicle parking spaces are required for each single family rental home, or townhome. One and ½ off-street spaces per dwelling are required in other cases.
- Garage exteriors are inspected as detailed above.

## **Interior Rooms**

- Condition of stairways, hand and guardrails including guardrail height. Lighting over stairs.
- Heating system, heat distribution. General level of maintenance.
- Water heater, WH venting and general condition, water pipes and drain lines, leaks, improper repairs, proper venting. General condition of plumbing fixtures.
- Gas fired appliances, their flues and gas lines including supply lines to yard grills.
- Dryer exhaust venting and condition.
- Electrical panel, grounding of system, improper branch wiring, condition and grounding of electrical devices, cover plates.
- General conditions at habitable rooms. Electrical cover plates, excessive rubbish or storage preventing normal room maintenance.
- Compliance with occupancy standards (overcrowding).
- Kitchen conditions including: sanitation, food prep surfaces, range, micro, refrigerator, walls, cabinets, appliances, floor.
- Bathroom conditions including sanitation, leaks and fixture condition, ventilation, walls and floors.
- Level of attic insulation if accessible.
- Window operation. Painted shut, broken sash ropes, drop hard, sash locks, clear opening dimensions in sleeping rooms (egress) etc.
- Storm doors (if present) and condition, missing parts, damage, deadbolts at main entry doors. Patio door locks.

*Some items on this list may not apply to your property.  
If you have questions, call the Housing Inspector at 763-531-1261*