

ORDINANCE NO. 126

AN ORDINANCE OF THE GLYNDON CITY CODE DEALING WITH RENTAL UNIT REGISTRATION AND INSPECTIONS.

BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF GLYNDON, AS FOLLOWS:

RENTAL UNIT REGISTRATION AND INSPECTIONS

SECTION:

- 1 Purpose
- 2 Definitions
- 3 Registration Requirements  
Exemptions
- 5 Registration Renewal  
Transfer of Property
- 7 Posting of Registration
- 8 Fees
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Registration
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**SECT. 1 PURPOSE:** The City recognizes a need for an organized inspection program of residential rental units within the City in order to insure that rental units meet City and State safety, health, fire and zoning codes within the City and to provide a more effective system for compelling both absentee and local landlords to correct violations and properly maintain rental property within the City. The City recognizes that the most effective system to provide for rental inspections is the creation of a program requiring the registration of all residential rental units within the City so that orderly inspection schedules can be undertaken by appropriate City officials.

**SECT. 2 DEFINITIONS:** For purposes of this ordinance, the following definitions shall apply:

- A. Rental Unit shall mean any room or group of rooms located within a dwelling and forming a single habitable unit.
- B. Dwelling shall mean any building, including a manufactured home (mobile home) as defined in Chapter 11-R-2 Manufactured Mobile Home Park of the City Code, which is intended to be used for living or sleeping by human occupants.
- C. Rental shall mean the leasing of a rental unit to a non-owner for a fixed or non-fixed period of time, and shall include "lease to buy", "contract for deed", "installment sales", "purchases," and other similar arrangements whereby nonpayment of a periodic payment means the occupants may be evicted without the necessity of either a statutory mortgage foreclosure procedure, a statutory termination of contract for deed procedure, or a statutory repossession procedure.

**SECT. 3 REGISTRATION REQUIREMENTS:** No person shall hereafter occupy, allow to be occupied or let to another person for occupancy any rental unit within the City for which a rental unit registration has not been issued by the Housing Division of the Fire Department of the City. An application for registration shall be made upon forms furnished by the City for such purpose and shall specifically require the following minimum information:

- A. Name, address and phone number of the property owner.
- B. Name, address and phone number of the designated local property manager. There must be an owner or local property manager residing within Clay County, Minnesota, or Cass County, North Dakota.
- C. The street address of the rental property.
- D. The number and types of units within the rental property (dwelling units or sleeping rooms).
- E. The maximum number of occupants permitted for each dwelling unit or sleeping room.
- F. The name, phone number and address of the person authorized to make or order made repairs or services for the property if in violation of City or State codes, if the person is different than the owner or local manager.

**SECT. 4 EXEMPTIONS:** This chapter shall not apply to campus dormitory and campus residence units, hospital units, nursing home units, retirement home units, nor other similar units which are otherwise licensed by the State of Minnesota or City of Glyndon.

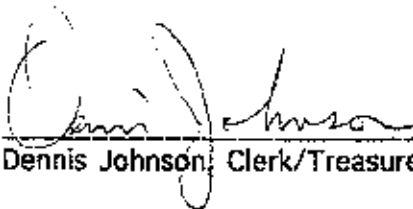
**SECT. 5 MANNER OF REGISTRATION RENEWAL:** Registration shall be required for each calendar year and be issued prior to January 1 of each year. The City shall be required annually to mail renewal forms to the property owner or designated local manager on or before October 1 of each year, and such renewal forms may be returned by mail, at the property owner or designated local manager's risk, to the Housing Division of the Fire Department of the City.

**SECTION 6.** This ordinance shall be in full force and effect from and after its passage and publication.

**PASSED** by the City Council of the City of Glyndon this 14th day of June 1995.

APPROVED:

  
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John Butze, Mayor

  
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Dennis Johnson, Clerk/Treasurer

Drafted by the City of Glyndon