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## Rental Frequently Asked Questions FAQ

### 1. **Can I rent my home?**

Effective January 1<sup>st</sup>, 2012, no more than 10% of single family homes on any block zoned R1 – Single Family are eligible to obtain a rental license, unless otherwise approved by the City Council with a temporary license.

View the [rental density map](#) prior to renting or purchasing a property with the intent to rent to verify if the property is eligible for a rental license.

### 2. **How to I obtain a temporary rental license?**

If the number of rental properties meets or exceeds the allowable number of rental properties per block, a property owner may request a temporary license to allow an additional rental property for that block. The property owner must hire a licensed professional property management company to manage the property.

The Council may grant or deny a temporary license in its sole discretion. Persons requesting a temporary license must make an annual application to the city. No property owner shall hold a temporary license for the same property for more than two consecutive years.

### 3. **Can I rent more than three single family rentals?**

Rental owners are limited to no more than three single family rental properties, unless the owner hires a property management firm licensed by the Minnesota Department of Commerce,

### 4. **Do I need a rental license for a contract for deed property?**

All contracts for deed must be recorded against the property or the property will be deemed a rental, and require a license.

### 5. **Do I need to use a crime-free-drug-free lease addendum?**

All rental property owners must use the [Minnesota Crime-Free-Drug-Free Lease Addendum](#) or its equivalent as a part of their leases.

### 6. **What is the rental licensing program?**

The rental licensing program consists of several parts,

- Rental applications,
- Initial background check of the property owner(s), partner(s), or corporate officer(s),
- Interior, exterior, and sewer line connection inspection through a West St. Paul inspector,
- Completion of the Phase One training through the [Minnesota Crime Prevention Association](#), and
- City Council approval of the application.

**7. What is considered rental property?**

Rental property can be single family, condominiums, townhomes, duplex, triplex, four-plex, apartments, or another residential dwelling that is used for residential occupancy by one or more individuals who are not the owner of the property or not a family member of the owner.

The rental licensing ordinance does not apply to hotels, motels, hospitals, assisted living facilities, nursing homes, or high school dormitories.

**8. How often do I need to have my rental property inspected?**

Properties that are 1-3 units are required to have the entire property inspected once every three years.

Properties that are 4+ units are required to have 25% of the units inspected each year (100% of the units over four years).

**9. Who undergoes a background investigation/check?**

The property owner(s), partner(s), and/or corporate officer(s) undergo an initial background investigation when first applying for a rental license.

**10. What criteria are involved with the background investigation/check?**

Criminal convictions, such as: crimes concerning dishonesty, public safety, privacy, building code, housing code, parked or stored motor vehicles, inoperable or abandoned vehicles, and unsheltered/discarded storage of items.

**11. What is the STAR program and how can I join?**

To promote crime free housing, the City of West St. Paul encourages rental properties to voluntarily participate in the Safer Tenants and Rentals (STAR) program. The STAR program enhances the quality of rental living by providing an opportunity to partner with the city to enforce community standards.

For information on the STAR program, call the Crime Prevention Specialist at 651-552-4235

**12. Who approves the rental license applications?**

The City Council approves all rental license applications, typically on the consent agenda at a Council meeting. A hearing will be held for a review of applications recommended for denial, suspension, provisional, or revocation.

**13. What happens if the City Council denies, revokes, or suspends a rental license?**

The City Council may deny, revoke, or suspend a license for a number of reasons as outlined in **City Code section 150.043**. A hearing will be held, as outlined in the City Code; following the hearing, the Council may deny, revoke, suspend, not renew the license for all or any part of the licensed premises or may grant or continue the license upon such terms and conditions as it deems reasonable and necessary.

The decision by the City Council following a hearing is final. Upon the decision to revoke, suspend, or not renew a license, no new application from the current owner for the same facility will be accepted for a period of time specified in the Council's decision.

**14. Do new owners have to apply for a new license?**

All rental licenses are non-transferable, new owners must apply for a new rental license.