

Program Background

On March 17, 2008, the City of Roseville adopted an ordinance requiring property owners who rent property with 1 to 4 units to register their units with the City on an annual basis. The Rental Registration Program was adopted, in part, based on the recommendations of Imagine Roseville 2025 Housing Goals (Goal 6.C.2), which recommended stronger codes for rental properties of 4 or fewer units. The registration program was also put in place to provide a way to identify and quantify rental units within the City and to make sure it is properly maintained.

In 2015, the ordinance was reviewed to see if it was being implemented as intended and having the desired effect. The review concluded that the program is effective overall. In 2008, the first year the program was implemented, 358 properties registered; in 2016, 849 properties have registered. The following changes were adopted in 2016, 2017, and 2018:

- Property owners must post their registration certificate in the rental unit.
- A late fee will now apply to renewals that are more than 30 days late.
- Property owners renting to relatives no longer need to notarize the affidavit of exemption.
- All registrations will expire 365 days from date of issuance.



Thank You

for making Roseville
a desirable place to
live, work, and play!

**REGISTER YOUR RENTAL PROPERTY
AND PAY ONLINE AT:**

www.cityofroseville.com/epermits

Need More Information?

Call the Rental Registration Line

- 651-792-7013

Go Online

- www.cityofroseville.com/rentalregistration
- **Register and pay online at:**
www.cityofroseville.com/epermits

Visit us in the Community Development

- Roseville City Hall—2660 Civic Center Dr.,
Roseville, MN 55113



Residential Rental Registration Program

**REGISTER YOUR RENTAL
PROPERTY AND PAY ONLINE AT:**
www.cityofroseville.com/epermits



**Community Development Department
Rental Registration
2660 Civic Center Drive
Roseville, MN 55113**

www.cityofroseville.com/rentalregistration
Phone: 651-792-7013
E-mail: rentalhousing@cityofroseville.com
Register and pay online at:
www.cityofroseville.com/epermits

RESIDENTIAL RENTAL PROPERTY REGISTRATION

What type of property must be registered?

A property owner who rents property as living quarters is required to register, including property occupied by the owner with rooms rented to unrelated boarders. The following types of rented units must be registered:

- Single-family Dwellings
- Duplexes
- Triplexes
- Fourplexes
- Townhome units
- Short Term Rentals (examples: VRBO, AirBnB)
- Twinhomes
- Condo units

What type of property is NOT required to be registered?

The following properties are exempt from registration:

- Rental Buildings with more than 4 units**
- Hotels/Motels with daily rental units
- On-campus College Housing
- Hospital/Nursing Home Units

***Rentals with more than 4 units must be licensed by the City of Roseville Fire Department. Please call 651-792-7340*

What type of properties are exempt from the fee but must register?

- Properties in which **all** renters are related to property owner as a parent, child, sibling, step-parent, step-child, grand-parent, grandchild, step-grandparent, or step-grandchild. (**Owner must file an affidavit with the City attesting to this.**)
- Group Homes Licensed by the State of MN. (Owner must include license number on the registration form.)

How many renters can I have?

City ordinance allows a maximum of **1 FAMILY** or **4 UNRELATED ADULTS** to occupy a single-family rental unit.

What if I add renters after I register?

Property owners must notify the City of any changes in occupancy within 30 days of the change.

What happens if I sell my rental property?

Registrations are non-transferable. Once the property is sold, the new owners must apply for a new registration within 30 days of the sale.

How often do I register a rental property?

Annually—the registration period begins at the time you complete and pay your registration fee and expires one year after your registration date.

What is the fee?

The annual fee is \$37 per rental unit. This fee can be paid online at

www.cityofroseville.com/epermits

Is there a penalty for late registration?

Yes. Property owners renewing a registration must renew by your registration expiration date.

Renewals received 30 days after your expiration date will be charged a penalty of \$35. Fee would be \$37.00 + late penalty of \$35.00 = **\$72.00**

Property owners who are registering a property for the first time must apply for and register the property prior to its conversion.

Failure to Register a Rental may result in further action and fines.

Does the City inspect my rental property?

No, an interior inspection is not required. The City will do a walk-by inspection as part of its Neighborhood Enhancement Program.

How can I get a Registration Form and/or an Affidavit of Exemption?

- Register your property and follow instructions regarding the Affidavit of Exemption at: www.cityofroseville.com/epermits
- Stop by the Community Development Dept. and pick up a form.
- Call 651-792-7013 and ask for the form to be mailed to you

I have a rental building that has more than 4 units. What should I do?

Rental buildings with more than 4 units must be **licensed** by the City of Roseville. Please call the City of Roseville Fire Department at 651-792-7340 for more about rental licensing.

Need to Register?

- Register and pay online at: www.cityofroseville.com/epermits
- OR Download the Rental Registration form at www.cityofroseville.com/rentalregistration, complete it (1 form per unit), and mail to:

**Rental Registration
City of Roseville
2660 Civic Center Drive
Roseville, MN 55113**