

Frequently Asked Questions: Tiering and Rental License Renewal Billing

Did my fees go up this year?

In summer 2018, a fee study conducted by the City Council found that to continue to provide a high-quality rental license program that ensures safe rental housing for residents, annual rental license fees would be raised. To ease the financial burden of the increased rental license fee, customers were billed in August 2018, January 2019 and August 2019. To ensure a gradual increase of fees moving forward, rental license fees may go up each year.

How many times am I going to be billed this year?

Only one time. Bills are sent in January and rental licenses expires on March 1 of each year.

Why is there a difference in the tier rental license fees?

A tiered structure allows Regulatory Services to directly recapture costs from inspections rather than passing the costs onto all property owners and prioritize inspections. In addition, a tiered model incentivizes rental license holders to actively manage their properties such that they are placed in a lower tier and therefore undergo fewer inspections and pay a lower renewal fee.

How are tiers determined?

A set of thirteen elements are used to determine a property's tier, which is reflective of the guidelines established by ordinance 244.1890. The tier elements are focused primarily on the condition and maintenance of the property itself, with a subset of the elements effecting quality of life and compliance. Each element has a set point value. The elements were developed with input from stakeholders including rental property owners, tenants, neighborhood associations, City Council, the Minneapolis Police Department, and the City Attorney's Office. A detailed description of the tier elements can be found in the table on page 2.

What dates did you review for this year's assigned tier?

To coincide with the rental license billing process, the period of time reviewed for the rental license tiering was October 17, 2017-October 16, 2019. Tiers are assigned each year and are listed on the rental license renewal letters.

Where can I find detailed information about my tier score?

To look up information on a property's tier, please use the 2020 Rental Tier Assignments and Scores dashboard.

<https://tinyurl.com/2020tierassignmentsdashboard>

What if I have questions about why my property was placed in its respective tier?

Regulatory Services provides the full rental license tier scoring data online to provide property owners and managers with a helpful resource to reconcile their records with the department's. If you feel that your property is tiered incorrectly, please call 311 and ask for an administrative review.

In requesting an administrative review, the requester must provide the element that they believe was scored incorrectly. Administrative reviews are only undertaken if the rental license fee is paid and should be requested by April 17, 2020. A property's tier is only modified if the data is found to be inaccurate.

Element	Description	1-3 Unit Rental Buildings		4+ Unit Rental Buildings, Condominiums, and Mixed-Use Buildings	
		Count	Points	Count	Points
Inspections	The number of inspections conducted by Regulatory Services at a given property	1-3	0	1-3	0
		4-6	10	4-6	10
		7-9	20	7-9	20
		10+	30	10+	30
Violations	The number of housing or fire code violations issued by Regulatory Services, with violations identified as high risk and/or quality of life being assessed five points each	1-5	5	1-5	5
		6-15	10	6-15	10
		16-30	20	16-30	20
		31+	30	31+	30
Letter of Intent to Condemn for Lack of Maintenance	The number of letters issued with the intent to condemn a building for the lack of maintenance	1	15	1	15
		2+	30	2+	30
Rental License Operation Conditions	The rental property owner has met with the City to agree upon certain conditions or restrictions for a given rental property	1	10	1	10
		2+	20	2+	20
License Revocation Action	Revocation action has been taken against the property for the violation of rental licensing standards	1	65	1	35
Solid Waste Dirty Collection Point Warning Letters	The number of Solid Waste warning letters issued to a property for a dirty collection point	2-3	5	2-3	5
		4-5	10	4-5	10
		6+	15	6+	15
Solid Waste Dirty Collection Point Clean-Ups	The number of collection point clean-ups undertaken at a property by Solid Waste	1-2	10	1-2	10
		3-6	15	3-6	15
		7-9	20	7-9	20
		10+	30	10+	30
Public Works Snow and Ice Removal Letters	The number of Public Works warning letters issued to a property for snow and ice removal	2-3	5	2-3	5
		4-5	10	4-5	10
		6+	15	6+	15
Public Works Public Walk Snow and Ice Removal Clean-Ups	The number of snow and ice clean-ups undertaken at a property by Public Works	1-2	10	1-2	10
		3-6	15	3-6	15
		7-9	20	7-9	20
		10+	30	10+	30
Delinquent Rental License Fee	The rental license fee has not been received by the due date	1	15	1	15
		2	31	2	21
Administrative Citations	Fines issued at a given property	1-2	5	1-2	5
		3+	10	3+	10
Special Assessments	All outstanding fines or fees issued to a given property	2-4	10	2-4	10
		5-7	20	5-7	20
		8+	30	8+	30
Conduct on Premises	A provision in the Rental Licensing Ordinance that allows the City to address qualifying incidents of disorderly conduct of tenants and their guests that adversely impacts neighbors	1	15	1	15
		2+	20	2+	20
		1-3 Unit Buildings		4+ Unit Buildings, Condominiums, and Mixed-Use Buildings	
		Tier	Score	Tier	Score
		3	65+	3	35+
		2	31-64	2	21-34
		1	0-30	1	0-20

1 – 3 Unit Rental Buildings

Life Safety Violations	Quality of Life Violations
Combustible Storage (HIS335)	Dwelling Open to Trespass (HISDOT)
Open Gas Line (HIS504)	Exterminate Insects/Vermin (HIS733)
Provide Fire Exits (HIS261)	Extermination Contractor Required (HIS737)
Provide/Repair Smoke/CO Detectors (HIS321)	Garage Open to Trespass (GOT)
Provide or Replace Egress Stairways (HIS331)	Illegal Bedroom (HIS208)
Remove Illegal Appliances/Fixtures (HIS227)	Low Heat (HIS609)
Repair/Remove Illegal Hazardous/Wiring (HIS417)	Over Occupancy (HIS230)
Repair or Replace Fire Door (HIS263)	Unlawful Occupancy (HIS223)
Repair Support System (HIS251)	Unlawful Occupancy of Non-Dwelling Structure (HIS226)



4+ Unit Rental Buildings, Condominiums, and Mixed Use Buildings

Life Safety Violations	Quality of Life Violations
Smoke Detector (HIS320)	Electrical Repair (FH499)
Carbon monoxide detector (HIS322)	Plumbing Repair (FH599)
Combustible Materials Accumulation Inside (F038)	Pest Extermination (FH737)
Emergency Escape and Rescue Openings (F291)	Security Doors (FH210)
Emergency Lighting Required (F015)	Unsafe Buildings (F295)
Fire Door Operation (F010)	Unsafe Conditions - Illegal Occupancy (F166)
Install Extinguishers (F063)	Low Heat (HIS609)
Obstruction Of Exits Prohibited (F016)	
Smoke Detector Installation (F070)	
Maintenance of Extinguishing Systems (F092)	
Storage Under Exit Stairways (F027)	
Fire Alarm System Required (F288)	
Fire Alarm System Required in Common Areas (F288B)	
Fire Alarm System Required in High Occupancy Buildings or Apartments Above or Below Exit Floors (F068)	

