

How to enter into a Restoration Agreement (RA) and have the Vacant Building Registration (VBR) fee waived

Restoration Agreement Overview

Chapter 249 of the Minneapolis Code of Ordinances requires that an annual fee be applied to properties that are required to register as vacant with the City of Minneapolis. The annual fee is listed in the current Director's Fee Schedule. This fee may be waived or held in abeyance for the current year (for new vacant building registrations or upon the anniversary date of the vacancy), if the owner follows through with a written restoration agreement.

The Restoration Agreement (RA) is a contract between the City of Minneapolis and the owner of a vacant property. It provides the owner and the City with clear timeframes, work orders, and cost estimates for the complete rehabilitation of a property. It provides the financial penalties associated with failure to adhere to the specifications included in the document. By signing the agreement, the owner agrees to complete the work and accept all conditions, including the penalties and forfeiture of any required deposits or escrows.

YOU MUST CALL (612) 673-2233 or 311 within 90 days of your initial Vacant Building Registration (VBR) order or Renewal Letter to schedule an appointment and enter into a RA. If you are outside the Minneapolis city limits or are unable to dial 311, call (612) 673-3000. TTY/TDD customers please dial (612) 673-2157. Appointments are scheduled several weeks out to provide the owner with enough time to complete the following requirements.

Before you sign a Restoration Agreement, you will need the following:

- Proof of ownership.
 - You must provide written documentation that you are the legal owner of the property.
 - If there are multiple owners, you must include all owners, including all partners in an LLC.
- A code compliance inspection within the last year if it is a condemned property, or a VBR waiver inspection if the property is registered as vacant but is not condemned.
 - Call 612-673-5805 to schedule a code compliance inspection. There is a fee for this inspection.
 - Call 612-673-2233 or 311 to schedule a VBR waiver inspection.
- Line item bids for repair items identified through the code compliance inspection or VBR waiver inspection.
- A deposit may be required for owners who have had prior RAs that have failed. A \$10,000 deposit is required on all RAs with a Director's Order to Demolish.

Timeline for completing the work

Permits must be pulled and work must begin within 30 days of signing the RA. 100% of the work must be completed within six months of the RA signing date, unless otherwise indicated in the RA.

Continuous progress is required throughout the term of the RA. Staff reserves the right to cancel an agreement if terms are not being met.

NOTE: If your property is condemned and you have not started any code compliance activity, an additional \$2,000 deposit in the form of a cashier's check is required when you pull permits. This is a requirement of the code compliance program.

Failure to complete the requirements of the Restoration Agreement by due date will negate the waiver of the Vacant Building Registration fee. The fee will be applied and levied as a special assessment to the property taxes.