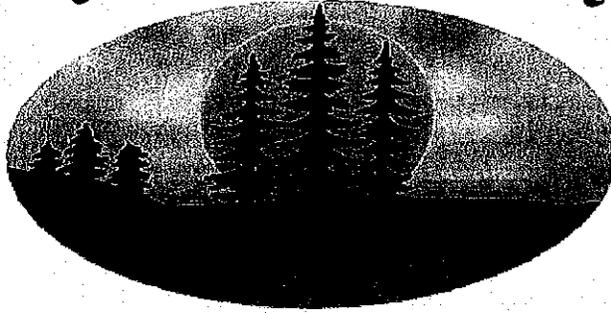


# City of Milaca

255 First Street East  
Milaca, MN 56353



320-983-3141  
320-983-3142 (fax)

[www.cityofmilaca.org](http://www.cityofmilaca.org)

April 26, 2018

Dear Rental Owners,

On Thursday, April 19, 2018, the City Council approved the following ordinances to implement a Rental Registration program in the City of Milaca. These ordinances in their entirety can be found at the City's website ([www.cityofmilaca.org](http://www.cityofmilaca.org)).

- Ordinance No. 433 – An Ordinance Regulating the Registration and Inspection of Residential Rental Properties within the City of Milaca.
- Ordinance No. 434 – An Ordinance Setting the Fee Schedule for the Registration and Inspection of Residential Rental Properties within the City of Milaca.
- Ordinance No. 435 – An Ordinance of the City of Milaca Adopting the 2015 Edition of the International Property Maintenance Code.
- Ordinance No. 436 – An Ordinance Amending Title IX of the City of Milaca General Code of Ordinances by Adding Chapter 99 Adopting a Fire Code.

Highlights of the Rental Registration program are as follows:

- Property owners have until July 31, 2018 to register their rental properties and comply with the registration provisions contained in the ordinance. Rental registrations received after August 1, 2018 will be subject to paying a double fee.
- A rental registration form must be filled out for each rental property address.
- Each rental property owner shall appoint a rental manager where the City can send official notices (the property owner may act as the rental manager).
- Any transfer of ownership or conversion requires a new registration.
- If an exemption is being claimed, there is no fee, but a Rental Registration form must be filled out and submitted to the City with the proper documentation provided in support of that exemption. Registration exemptions include:
  - Property owner is related to tenant (see relationship types in ordinance).
  - State registered/licensed facility/home or as a Housing and Urban Development (HUD) Public Housing Agency.

- Owner occupies the residence and rents out space to two or less tenants in an area where they all share the living space. When there are separate living facilities (*i.e. secondary kitchen and access*); registration is required.
- Inspections are only performed at the request of a tenant, owner, neighborhood association, or City resident to ensure compliance with the building and fire code, and local ordinances. No routine inspections will be conducted at this time.
- The fee for registration is \$25 per address. Should there be changes in ownership, rental manager, number of units or change in dwelling occupancy from owner occupancy to rental tenant occupancy, then the property owner or rental property manager shall submit the applicable registration form(s) and fee(s).

Enclosed is the Residential Rental Registration form along with the Affidavit of Exemption (should you need) and a copy of the fee schedule. All forms and ordinances will be on the City's website.

Should you have any questions, please contact Patti Miller at 320-983-3141.

Sincerely,

  
Marshall Lind  
Building & Zoning Official

ML:pm

Enclosures

1. Residential Rental Registration form
2. City of Milaca Affidavit of Exemption
3. Fee Schedule