



Rental Licensing and Inspections Program

The City of Osseo values a healthy, high quality standard of living. The Rental Licensing and Inspections Program clarifies the expectations of property owners to provide safe, structurally sound, and well-maintained rental facilities in Osseo. The City of Osseo partners with the City of Brooklyn Park to provide rental inspection services, and recently increased some fees to cover the increasing cost of inspections.

The rental inspections are done in accordance with the 2006 International Property Maintenance Code (IPMC). Prepared forms, checklists, and Certificates of Compliance are used to provide consistency and uniformity in licensing and inspection of rental properties. The Certificate of Compliance will be used to obtain a license--which ensures that all rental properties meet the provisions of the IPMC prior to licensure.

Licensing and Inspection Process

Single family, duplex, triplex, townhome, and condo units with Certificates of Compliance receive rental license renewal applications in August. Completed renewal applications and fees are due by September 30 of each year. Licenses are issued once approved. Inspections for the next cycle will be completed early in the following year.

Small and large apartments with Certificates of Compliance receive rental license renewal applications in May. Completed renewal applications and fees are due by June 30 of each year. Licenses are issued once approved. Inspections for the next cycle will be completed later in that same year.

All single family, duplex, townhome, and condo rental property is inspected annually and a third of all apartment units will be inspected annually (100% of a building every three years). Common areas and boiler rooms in apartment buildings are inspected every year. Please note that the owner or owner's representative must be present for all inspections and proper notice of the inspection must be given to the tenant by the owner.

Guiding Principles

In general, the Rental Housing Licensing and Inspections Program policies are as follows:

- Inspections will be conducted in a courteous and tactful manner.
- Privacy rights of tenants will be respected.
- Inspections will be scheduled between the hours of 9 am to 3 pm.
- Communication with owners and managers will be a priority.
- Information/results from inspections shall be shared with appropriate individuals as needed.
- Inspections will be consistent and fair.
- Non-maintenance related issues (i.e. Disorderly Conduct) shall be referred to the appropriate responding agency or department as needed.



2016 Rental Licensing Fee Schedule

Type of Dwelling	Annual Fee 1-2 inspections	Annual Fee 3 inspections	Annual Fee 4 inspections	Annual Fee 5 inspections	Annual Fee 6-8 inspections
Single Family (each) Double Bungalow (each unit) Triplex (each unit) Townhouse (each unit) Condo (each unit)	\$150	\$200	\$300	\$500	\$1,000
Small Apartment (4-9 units)*	\$225	n/a	n/a	n/a	n/a
Large Apartment (10+ units)*	\$25 per unit	n/a	n/a	n/a	n/a

*Re-inspection fee for small and large apartments is \$100 per inspection per unit.

Other Applicable Fees:

- Point of Conversion Fee: \$750
- Late fees apply if application and fee are not submitted by license due date (1-15 days late = 50% of license fee, 16+ days late = 100% of license fee).

All rental property inspections are completed by Osseo Rental Housing Inspector, contracted through the City of Brooklyn Park:

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