

2014 A.R.M. Meeting Info

A.R.M. Meetings are held the second Thursday of every other month, starting in January.

Meetings are located in the Brooklyn Center City Hall Council Chambers.

10 a.m.-11 a.m.
City Hall
6301 Shingle Creek Pkwy

Tentative Topics

September 11

Rental Inspection—
Preparing for Rental
Inspections

November 13

Two-hour session on
Rental Inspection—
What to Expect During
the Inspection
(Qualifies as two
meetings)

2015 Meeting Dates

January 8

March 12

May 14

July 9

September 10

November 12

This Month's Speakers

Doing it Right: Tips for Successful Rental Properties

In September, three speakers will discuss tips for operating a successful rental property including their tenant selection process, how to prepare for a rental inspection, and more. While every property manager/owner may have a different process, it is important to find a method that works well and leads to positive results. This month we will be joined by:

- Carol McMahon, Property Manager at River Glen Apartments.
- Chris Kohler, President of Skyline Estate Services.
- Brett Hildreth, Owner of Dragon Property Management, Inc.

Rental Inspections—*What You Should Know*

The following items are important to keep in mind before and during the rental inspection process.



- Property Managers/Owners and maintenance staff should **self-inspect** rental properties periodically, and especially before the rental inspection. Ask tenants to report any problems. With careful preparation, proactive repairs can be made to prevent some inspection violations. Be sure to review the *Residential Rental Property Maintenance Checklist* on the City's website for guidance about common violations.
- After processing the rental application, a letter with the date and time of the scheduled inspection will be sent to you. If you need to reschedule the inspection, please call (763) 569-3330.
- Reinspection fee(s) will be charged if there are more than two inspections (initial and follow up inspection). Fees differ for single family and multi-family properties.
- The Owner or Agent is required to provide a reasonable notice to the tenant that an inspection will be conducted in the unit.
- The Owner, Agent, or tenant 18 years or older must be present for the rental inspection. If the Owner/Agent or tenant is not present at the time of the inspection, a reinspection fee will be charged.
- All animals must be caged during the inspection for the animal's as well as inspector's safety.
- Typically, the rental inspection takes approximately 30-45 minutes for a single family property and 20-30 minutes for each multi-family unit.
- A Compliance Notice is sent to the property manager/owner and a follow up inspection is generally conducted within 30 days.

Get Ready For Winter

Services to Help Residents During the Winter Months

Cold Weather Rule

The Minnesota Cold Weather Rule protects residents from having their gas and electrical services disconnected due to inability to pay. This law is effective from October 15 to April 15 and covers both homeowners and renters. There are certain requirements utility customers must meet and they must contact their utility provider to avoid their utilities being disconnected. Questions regarding the Cold Weather Rule should be directed towards the utility service provider.

Energy Assistance

Energy assistance, housing assistance and counseling, and weatherization and referrals are available for homeowners and renters through Community Action Partnership of Suburban Hennepin County. Services offered through

C.A.P.S.H. and other assistance services can be found at www.capsh.org or (952) 930-3541.

Minimum Heat Requirements

Brooklyn Center City Ordinance states that landlords must provide a heating source that is capable of providing temperatures of at least 68 degrees from September 1 to May 31 for their tenants. The temperature is measured three feet from the floor and the exterior wall of every room. For safety reasons, tenants should not use the range, oven or space heater to meet the 68 degree temperature requirement in place of an improperly working furnace. More information can be found on the City's website or call (763) 569-3330.



S'more Season

Things You and Your Tenants Need to Know About Recreational Fires



Camp fires occur more frequently as the nights begin to get cooler. If your property allows recreational fires, here is some important information to share with your tenants.

While a permit is **not** required to have a recreational fire, certain City's requirements must be met.

- Fires must be set in a pit 1 foot in the ground, a maximum of 3 feet wide in diameter, with a brick or rock edge. The pit must be located at least 25 feet from any buildings, fences, and property lines.
- Recreational fires are permitted between 8 a.m. and midnight.
- Flames may not exceed 3 feet above the fire pit, and all burning materials must be located within the pit.
- Prevailing winds may not exceed 10 miles per hour or direct smoke into nearby buildings of residents.
- A water source, such as a water hose, must be available at the fire pit for extinguishing the fire.
- An adult must monitor the fire at all times.
- Only clean, dry wood or charcoal may be burned. No leaves, brush or trash may be burned. Be sure to not have excessive smoke as it may be a nuisance to the neighbors.
- Tenants must not create noise or disturbances for surrounding neighbors at any time of day.