



Residential Rental Property Registration

<http://www.cityofardenhills.org/rental>

Program Background

On June 8, 2009, the City of Arden Hills adopted an ordinance requiring property owners who rent property with fewer than five dwelling units to register with the City on an annual basis.

The purpose of this rental registration program is three-fold:

1. To track rental trends throughout the city.
2. To distribute educational information on city regulations and other information important for rental properties to tenants and property owners.
3. To maintain current contact information for the owners of rental properties.

The registration program will help to ensure that rental property in the City is properly maintained to the standards required for all residential properties.

Questions? Please contact:

City of Arden Hills
1245 West Highway 96

Phone: 651-792-7800

Fax: 651-634-5137

E-mail: cd@cityofardenhills.org



What types of rental properties are required to register?

Any property owner who rents as living quarters a property with less than five dwelling units is required to register. The following types of units must be registered if they are rented:

- SINGLE-FAMILY DWELLING
- DUPLEX
- TRIPLEX
- FOURPLEX
- TOWNHOME

What types of rental properties are NOT required to register?

The following properties are exempt from registration:

- RENTAL PROPERTIES WITH FIVE OR MORE UNITS (APARTMENT BUILDINGS)
- CONDOMINIUM COMPLEX WITH 5 OR MORE UNITS (CHECK WITH ASSOC.)
- OWNED OCCUPIED UNIT (IF THE OWNER LIVES IN THE UNIT WITH THE TENANT, REGISTRATION IS NOT REQUIRED)
- ON-CAMPUS COLLEGE HOUSING
- HOSPITAL UNITS
- NURSING HOME UNITS
- HOTELS OR MOTELS WITH DAILY RENTAL UNITS
- GROUP HOMES

What is the fee?

The annual fee for rental registration is \$45 per rental unit (fee doubles for late registration).

Registrations are good for one year and expire annually on December 31.

How do I register my rental property?

1. Complete a Rental Registration Application for each rental unit. Applications are available at Arden Hills City Hall or on the City's website: <http://www.cityofardenhills.org/rental>
2. Mail, fax, or bring the completed application to:

RENTAL REGISTRATION
ARDEN HILLS CITY HALL
1245 WEST HIGHWAY 96
ARDEN HILLS, MN 55112
FAX: 651-634-5137





Quick Guide for Residential Areas

<http://www.cityofardenhills.org>

This Quick Guide provides information on the general regulations that apply to all residential properties. Cities adopt such regulations to promote and maintain quality, high-value, and livable neighborhoods for all residents. Failing to comply with any of these regulations can result in a ticket or court citation to the property owner and/or tenant. Please help do your part to keep your property in good shape, which contributes to keeping Arden Hills a healthy and desirable place to live, work, and play!

Vehicles & Parking

- Parking more than four cars on a driveway on a regular basis is prohibited (1325.06 Subd 3.C.8).
- Between the hours of 2 a.m. and 6 a.m., no vehicle can be parked on a residential street (800.03 Subd 2).
- Parking on a public street longer than six hours is prohibited (800.03 Subd 5).
- After the accumulation of two or more inches of snow, vehicles cannot be parked on the street until it has been fully plowed (800.03 Subd 1).
- Vehicles or trailers over 12,000 lbs cannot be parked or stored in a residential zone except when loading, unloading, or rendering a service (800.03 Subd 6).
- Vehicles cannot be parked in any park or public open space from 30 minutes after sunset to 30 minutes before sunset (720.07).
- Parking on the yard or boulevard is prohibited (1325.06 Subd 3.C.8 & 800.03 Subd 7).
- Inoperable and unlicensed vehicles cannot be stored in the City for a period exceeding seven days (1325.06 Subd 1.M).
- Certain streets have additional parking regulations.
- If you need information on storing a boat or RV on residential property, contact City Hall.

Maintenance & Storage

- Garbage and recycling containers should be stored inside, in the backyard, or in the side yard. Containers cannot be stored in the front yard. If the container is visible to the neighbor, please follow the good neighbor rule and keep it clean, orderly, and odor-free (660.05).
- Grass and other noxious weeds must be kept less than eight inches tall. Please keep your yard properly maintained and orderly (602.02 Subd 6).

Occupancy Limit

Each housing unit is limited to:

- An individual or two or more persons that are related to each other by blood, marriage, adoption, or foster care; OR,
- A group of not more than four persons (some or all of whom are *not* related by blood, marriage, or adoption) living together and maintaining a common household.

Other

- All dogs and cats must be licensed. Please contact City Hall for additional information and requirements.
- Burning garbage is prohibited. All households must have regular garbage pickup. Recycling is picked up weekly on the same day as your garbage.

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