

## Rental Resources

### Minnesota Attorney General Landlord and Tenants Rights and Responsibilities

[ag.state.mn.us/Consumer/Handbooks/LT](http://ag.state.mn.us/Consumer/Handbooks/LT)

### Healthy Homes Minnesota

[health.state.mn.us/communities/environment/healthyhomes](http://health.state.mn.us/communities/environment/healthyhomes)

### HOME Line

<https://homelinemn.org/>

### HousingLink

[housinglink.org/](http://housinglink.org/)

### Minnesota Housing

[mnhousing.gov/sites/np/renters](http://mnhousing.gov/sites/np/renters)

**For additional resources, visit  
[woodburymn.gov/rental](http://woodburymn.gov/rental)**



## Rental Licensing Program Contact Information

Woodbury Community Development  
Code Enforcement Division  
651-414-3414 | TTY 651-714-3568  
[rental@woodburymn.gov](mailto:rental@woodburymn.gov)



# CITY OF Woodbury Rental Licensing

## Why does Woodbury have a rental licensing program?

The focus of the rental licensing program is to maintain the quality and stability of rental dwelling units, which will preserve the value of land and buildings throughout Woodbury.

Since operating a rental property is a business, doing so also requires that certain responsibilities and standards be upheld. By requiring rental properties be licensed, the city helps ensure owners, operators and managers are taking reasonable steps to provide a safe, secure, sanitary and reasonably nuisance-free environment for tenants and neighboring residents.

The rental licensing program also allows the city to create a database of contacts for rental properties, build valuable community partnerships, and improve communication with landlords and property management groups.



***A well-maintained property is a valuable asset to the neighborhood and community.***

# Rental Licensing Program Frequently Asked Questions

## When is a rental license required?

A rental license is required for all properties being offered or let for rent, leased, or otherwise occupied as a rental dwelling in Woodbury. This applies to single dwellings, townhomes, condominium units as well as multiple dwellings such as apartments, senior living complexes and similar structures or groupings of units.



## What is the cost of a rental license?

A single dwelling rental license is \$80 per unit annually. This applies to single dwellings, townhomes and condominiums.

## When should I apply for a license?

Rental licenses require annual renewal. Applications for renewal must be received by the city no later than the date of expiration of the current license term. Renewal reminders will be sent to current license holders with the contact information on file. It is ultimately the responsibility of the license holder to submit the application. If a license is not renewed by the due date, late fees will apply.

## Will there be an inspection be required?

The rental licensing program will have the owner or registered agent complete a self-certification checklist during the rental license application process.

The self-certification checklist is a comprehensive list of required property maintenance items that will need to be certified by the property owner or registered agent as being presently in good condition and in working order.

If an item is listed as not being in good condition and in working order, then staff is able to set up an agreement with the license holder and establish a timeline for correction of any deficiencies and scheduling of follow-up inspections once the corrections are complete. This checklist can be found at [woodburymn.gov/rental](http://woodburymn.gov/rental).

## Will the city be inspecting the interior of my single dwelling rental unit?

No, the city will not be conducting interior inspections of single dwelling units unless follow-up is required for a checklist item noted during the annual application process.

## Does the city respond to complaints from tenants?

Yes. If we receive a complaint about a potential code violation, a City of Woodbury code enforcement officer will investigate the complaint, which may include exterior and/or interior inspection(s) depending on the nature of the complaint.