



City of
Virginia

RENTAL REGISTRATION PROGRAM

City Ordinance 10.39
Adopted 2023

VIRGINIA RENTAL CODE

STEPS TO RENTAL REGISTRATION & INSPECTION

1 COMPLETE A RENTAL APPLICATION

An initial Rental Application and \$400 initial Registration Fee are required in 2024. One application is required per parcel number. However, separate licenses shall be required for each rental unit.

2 PROVISIONAL LICENSE ISSUED

In the first year, a Provisional Rental License will be issued once the Registration Application and fee are received. The Provisional License shall remain in effect until such time that your Rental Inspection has been completed, but no longer than one (1) year from date of issuance.

3 RENTAL INSPECTION SCHEDULED

Once we have processed your application, our Rental Code/Housing Inspector will contact you in order to schedule the necessary inspections for the three year Rental License. We will work with you to find a date/time that works best for you. Sample Inspection Checklists can be found at www.virginiamn.us/rentalcode.

4 RENTAL LICENSURE

If no compliance issues are found during your inspection, a three (3) year Rental License will be issued once the Annual Fee is paid.

If there are any corrections required, you will be notified in writing. Once you have corrected the identified items, the Rental Code/Housing Inspector will complete an additional inspection.

Please note - the City of Virginia does require Building Permits, Mechanical Permits, and Fence Permits for most work done to maintain a property.

**PLEASE CONTACT US at (218) 748-7500 or
rentalcode@virginiamn.us if you have any questions.**

BACKGROUND



The Rental Registration Program in Virginia, MN aims to ensure that all rental units in the city are decent, safe, sanitary and operated and maintained in a manner that avoids the creation of a nuisance to the neighborhood, an influence that fosters blight and deterioration, or creates a disincentive to neighborhood reinvestment.

In the spring and summer of 2023, after years of consideration, review and public meetings, City Council unanimously approved a Rental Registration & Inspection Ordinance Chapter 10, Section 10.39, Rental Code and Fee Schedule.

Compliance & enforcement of this code began on January 1, 2024.

**INITIAL RENTAL REGISTRATION
INFORMATION & APPLICATION CAN
BE FOUND AT:**

<https://www.virginiamn.us/rentalcode>

FREQUENTLY ASKED QUESTIONS

Q: Does a rental code application need be submitted by January 1, 2024?

A: No. The Ordinance goes into effect on January 1, 2024. Applications and fees may be submitted throughout the remainder of 2023, and MUST be submitted no later than November 30, 2024, to ensure compliance and allow for proper time to schedule an inspection.

Q: Where can I obtain a Rental Registration application?

A: Applications may be found at www.virginiamn.us/rentalcode. Applications are also available at City Hall, in the Community Development, Permitting & Planning Office located on the 2nd floor, 327 First Street South, Virginia MN.



Q: How do I schedule an inspection?

A: The Rental Code/Housing Inspector will contact you to schedule an inspection after a registration form has been submitted. You may also contact the Rental Code/Housing Inspector by calling (218) 748-7500 or emailing rentalcode@virginiamn.us.

Q: Is there an inspection checklist available for review?

A: Sample inspection checklists can be found online at www.virginiamn.us/rentalcode or by contacting the Community Development, Permitting & Planning Office at (218) 748-7500.

Q: I own multiple rentals, do I need to submit applications for all of them at the same time?

A: Submission of initial rental registration and inspections may be staggered throughout 2024, provided all properties are registered within the first year the program goes into effect. It may be beneficial to come meet and discuss the scheduling process with the Rental Code/Housing Inspector to see what works best for you.

Q: I have a short term/vacation rental, do I need to register this property?

A: Yes. All Short Term Rental units are subject to the rental code as well as additional conditions found in Subd. 7 of Chapter 10, Section 10.39, Rental Code.

Q: What happens if there are compliance issues found during the inspection process?

A: If any compliance issues are found during your inspection, the Rental Code/Housing Inspector will work with the property owner to establish a reasonable timeline for correction, not to exceed 180 days. At the end of the correction time, the rental unit shall be re-inspected to ensure compliance with related codes and safety for the tenants.

**Community Development, Permitting & Planning Department 327 1st Street South, Virginia MN 55792
(218) 748-7500 | www.virginiamn.us/rentalcode | rentalcode@virginiamn.us**

PROPERTY COMPLAINTS

All residents and/or visitors of Virginia's neighborhoods, have the right to ensure others within our community maintain the minimum standards of City Codes.

The City's Property Maintenance and Preservation Code (VPMC - City Code Chapter 17) has guidelines regarding long grass, garbage accumulation, noxious odors, and much more.



If you wish to file a complaint regarding a nuisance property, we encourage you to file your complaint in writing. Your complaint is kept confidential, and you will not be identified.

For a VPMC Complaint Form, please contact the the Community Development, Permitting & Planning Office at (218) 748-7500 or email blight@virginiamn.us. Forms may also be found online at virginiamn.us/blight