

Rental Program FAQ's

1. I am unable to attend a meeting. Where can I find the information?
 - a. Information is available online at www.ci.austin.mn.us – click on the arrow that says “RENTAL INFORMATION.”
 - b. You can also schedule a meeting with our rental inspector, Duane Salinas, at the City Hall from 7-4 Monday-Friday.

2. Who will receive the letter to apply and pay for the provisional license?
 - a. Property Owners will receive the letter to pay for their provisional license. They will have a month to complete the application and payment.
 - b. Rental Managers can process payments, but will need to obtain the letter from their property owners.

3. Can I have my inspections done early?
 - a. We are taking early inspections on an as-available basis. Contact Duane Salinas to see if this is an option. You will still need to pay and apply for a license in January/February. If the inspections pass, you will obtain an active license instead of a provisional one.

4. I sold my rental property – what do I do?
 - a. When did it sell? How many units is it?
 - i. If single Family Home – are the same tenants residing in the house with the new owner, or was it sold as an owner-occupied home?
 - ii. If Multi-Units – we will need to have you fill out a change of ownership form in order for us to remove the property from your ownership in our rental database.
 - b. Regardless, a Change of Ownership form will need to be completed.

5. I am a snowbird – I go south for the winter – what do I do?
 - a. You will need to assign yourself a rental manager. They will be responsible for emergency situations and the inspection process.
 - i. We will need their name, address, and phone number for contact.

6. What is sufficient for background checks?
 - a. MNCIS searches would meet the City's requirement for record keeping. The website is <https://chs.state.mn.us/Search/ChsSearch>.

7. How long do we need to keep an occupancy register after a tenant vacates?
 - a. At this time the city only requires current tenant information to be held for anyone over the age of 18 living in the unit.