

# Tenant Roster Request

## Exhibit F



6/25/2014

CRS COON RAPIDS LLC  
7157 COMMERCE CIR  
FRIDLEY, MN 55432

Re: Tenant Roster Request for 1005 COON RAPIDS BLVD

The City of Coon Rapids City Code Section 12-908 states that as a condition of the license, the tenant roster must be available to city officials upon request. (Please see attached City Code.)

We are hereby requesting the current roster of tenants and other persons who have a lawful right to occupy the rental dwelling units for the above listed property. The roster must include the full name of the tenant and move in date and full address including apartment number.

Please submit all documents to our office within 14 days of the date of this letter to the address listed below. If the roster is not submitted it will be considered a violation of City Code Section 12-908 and subject to penalties described within City Code Sections 12-900 and 2-1104.

City of Coon Rapids  
Attn: Leya Drabczak  
11155 Robinson Dr NW  
Coon Rapids, MN 55433

If you have any questions please contact me I will be happy to assist you.

Leya Drabczak  
Housing Official  
City of Coon Rapids  
763-767-6420  
[ldrabczak@coonrapidsmn.gov](mailto:ldrabczak@coonrapidsmn.gov)

12-908 Tenant Background Checks and Roster. As a condition of the license, the Licensee must, as a continuing obligation, conduct criminal background checks and credit history checks on all prospective tenants and maintain a current roster of tenants and other persons who have a lawful right to occupy the rental dwelling or rental dwelling units. The Licensee must designate the name of the person or persons who will have possession of the roster and must promptly notify the City Manager of any change in the identity, address or telephone numbers of the designee. The roster must be available for inspection by City officials upon request. If a person under investigation by the City claims a lawful right to occupy a rental dwelling unit or be present on the rental property, the City Manager may request to inspect the lease for the unit in which the person claims to reside. Upon such request, the Licensee shall provide the lease for inspection.[Revised 4/5/11, Ordinance 2066]

12-921 Violations. In addition to any other sanctions or administrative penalties imposed, any violation of this Chapter shall constitute a misdemeanor offense, punishable as defined by State law. Each day of violation constitutes a separate offense

12-917 Minimum Penalties. The following are minimum penalties for a Licensee's failure to comply with applicable Federal or State law or the requirements of this Chapter relating to the license. However, the level and order of the penalties will be at the sole discretion of the City Council, based upon the nature of the infraction. When appropriate, the City may impose penalties exceeding those stated below based on the history of compliance and the severity of the violation, up to a maximum amount of \$10,000 per violation:[Revised 4/5/11, Ordinance 2066]

| <b>Participants</b>                           | <b>Phase 1</b> | <b>Phase 2</b> | <b>Phase 3</b> |
|---|----------------|----------------|----------------|
| 1st Violation                                 | \$200 Fine     | \$300 Fine     | \$500 Fine     |
| 2nd Violation within 12 months                | \$500 Fine     | \$600 Fine     | \$1,000 Fine   |
| 3rd and subsequent Violation within 12 months | \$1,000 Fine   | \$1,200 Fine   | \$2,000 Fine   |

2-1104 Administrative Offenses; Schedules of Fines and Fees.

- (1) A violation of any provision of City Code is an administrative offense subject to a citation and civil penalties pursuant to this Chapter. Each day a violation exists constitutes a separate offense.
- (2) Each count of an administrative violation is subject to a civil penalty not to exceed \$10,000, abatement, or both unless otherwise provided;
  - (a) the civil penalty for a particular count is \$300.00;
  - (b) if a violator remedies a count of a violation and demonstrates that fact prior to the compliance date, the civil penalty for that count is waived.
- (3) A second or subsequent citation issued within 180 days of any same or similar citation is subject to a civil penalty of at least twice the previously imposed penalty. If the violator remedies the violation prior to the compliance date, one half of the civil penalty will be waived.[Revised 4/19/11, Ordinance 2070]