



# REQUEST FOR ECONOMIC DEVELOPMENT AUTHORITY ACTION

Date: May 16, 2022  
Item No.: 5d

Department Approval

Executive Director Approval

*Janice Gundlach*

Item Description: Discuss process for consideration of a Tenant Notification ordinance

**BACKGROUND**

At the September 20, 2021 Economic Development Authority (EDA) meeting the EDA was presented information regarding Just Cause, Inclusionary Housing, and Tenant Notification ordinances. At that time, the EDA signaled interest in pursuing a Tenant Notification ordinance and the item was tentatively scheduled for the first quarter of 2022.

As a reminder, Tenant Notification ordinances focus only on notification requirements to the tenant and city if rental housing is conveyed or otherwise transferred. The purpose of Tenant Protection ordinances are to ensure tenants and the city are provided adequate notification (typically 90 days) if leases are going to be terminated and/or not renewed, rent raised, implementation of use of new screening requirements, or other material changes to leases due to changes implemented by new ownership. These ordinances have requirements for mandatory relocation assistance if new ownership makes changes to the terms of a tenant’s rental arrangement within the 90 day notification period. These ordinances can also provide an avenue for City intervention to maintain affordability before the ownership change occurs. Staff would also note a Tenant Notification ordinance would only apply to licensed rental properties (so buildings of 5 or more units) given that is the only practical way to enforce the requirements.

While staff was preparing to advance a Tenant Notification ordinance to the EDA during the first quarter of 2022, a Racial Equity Toolkit has been in development related to efforts of the Strategic Racial Equity Action Plan. It was determined a working draft of the toolkit should be completed for the Tenant Notification ordinance given the toolkit is intended to guide decision making on new policies, programs, initiatives, and budget proposals. As a document intended to guide decision making, completion of the toolkit is an exercise for staff to pause and reflect on readily available data, professional expertise, and lived experience to consider potential impact to all identified stakeholders. The completed toolkit, as it relates to the proposed draft Tenant Notification ordinance, is provided as Attachment A.

*Process & Next Steps*

While a draft Tenant Notification ordinance has been developed (Attachment B), which mirrors ordinances in the cities of New Brighton and Brooklyn Park and is aligned with the Housing Justice Center’s model ordinance, and after completion of the Racial Equity Toolkit, staff felt an engagement process should be undertaken with stakeholders prior to bringing an ordinance forward for consideration.

33 Questions 7 and 8 of the completed toolkit speak to stakeholder engagement and feedback. Staff has  
34 identified the following stakeholders:

- 35 • Renters
- 36 • Owners of rental property
- 37 • MN Multi-Housing Association
- 38 • Minnesota Association of Housing Code Officials (MAHCO)
- 39 • Housing Link
- 40 • HOME Line
- 41 • Housing Justice Center
- 42 • Roseville-area school district

43 Beyond the listed stakeholders, staff has established a goal of trying to interact with at least 5% of  
44 Roseville’s rental households, which is approximately 250 persons. While 5% might seem low, actual  
45 interaction with 250 persons may be difficult in practice. As such, staff intends to organize multiple  
46 meetings throughout the summer and early fall, focusing on geographies and populations that are more  
47 challenged from an income perspective, given those households would be most impacted by a Tenant  
48 Notification ordinance. These meetings would be held as close to these households/neighborhoods as  
49 possible, likely in the evening, in community rooms within apartment buildings (if they exist),  
50 churches, or similar venues. Because staff wanted to obtain EDA feedback on this engagement  
51 strategy, the actual number and location of these meetings has not been identified but would be based  
52 on the 5% engagement goal. In order to meet this goal, there needs to be flexibility in the number of  
53 meetings and timeline based on actual participation. If our engagement efforts suggest the public is  
54 uninterested in this topic, the ordinance could be brought forward without meeting the 5% goal,  
55 however, that is not staff’s intent.

56 In terms of the non-renter stakeholders, more typical meetings located at City Hall would be  
57 undertaken with these groups. It is expected most of these groups will willingly provide feedback.

58 Once staff is satisfied the engagement goals have been met, we will work to make any necessary  
59 revisions to the draft ordinance and advance the ordinance forward for consideration. While an exact  
60 timeline is unknown given staff wants to make every effort possible to reach 5% of the rental  
61 population, it is expected the City Council could be presented with a draft ordinance sometime in late  
62 fall.

63 Based on IAP2 principles, staff intends to engage with the above listed stakeholders at the Inform and  
64 Consult level, recognizing this topic is very narrowly focused and the purpose of engagement is to  
65 provide the public with information and obtain feedback. Because this initiative has such a narrow  
66 focus, the purpose of the engagement process isn’t to necessarily incorporate all stakeholder concerns  
67 and aspirations into the Tenant Notification ordinance. Still, the feedback received could inform  
68 revisions to the draft ordinance or inform future policies, programs and/or initiatives. Staff also  
69 recognizes there will likely be a need to communicate not only what a Tenant Notification ordinance  
70 provides (more time to secure housing if your current housing becomes unavailable due to  
71 circumstances out of your control), but also what it doesn’t provide (such as rent control).

72 Since this item originated with the EDA, staff felt it was most appropriate to have the EDA consider  
73 next steps. However, a Tenant Notification ordinance will ultimately fall under the purview of the  
74 City Council. As such, moving forward, actions surrounding Tenant Notification will be brought  
75 before the City Council.

76 **POLICY OBJECTIVE**

77 If such an ordinance were to be adopted, the policy objective would be to provide housing stability,  
78 protection, and notification to tenants of rental housing during an ownership transition.

79 **BUDGET IMPLICATIONS**

80 None

81 **STAFF RECOMMENDATION**

82 Provide direction to staff on the process outlined for consideration of a Tenant Notification ordinance  
83 and refer to the matter to the City Council moving forward.

84 **REQUESTED EDA ACTION**

85 Provide direction to staff on the process outlined for consideration of a Tenant Notification ordinance  
86 and refer to the matter to the City Council moving forward.

Prepared by: Janice Gundlach, Community Development Director, 651-792-7071  
Attachments: A: Racial Equity Toolkit  
B: Draft Tenant Notification Ordinance

# Racial Equity Toolkit

## To Guide in Decision Making on Policies, Programs, Initiatives, and Budget Proposals

### Racial Equity Narrative

The City of Roseville is dedicated to creating an inclusive community where the predictability of success is not based on race, ethnicity, or any other demographic factor.

The actions of government at the federal, state, and local level have created racial disparities that continue to harm our community. Rectifying these disparities is critical to the development of a vibrant community and a high quality of life for all residents.

All City Departments will prioritize racial equity in their planning, delivery, and evaluation of programs, policies, and services.

The City of Roseville is committed to taking tangible steps to normalize, organize, and operationalize racial equity principles and tools, with an eye toward impactful and sustainable outcomes that create a more equitable community.

### Racial Equity Toolkit Instructions

This racial equity toolkit serves as a guide to developing an equity impact analysis through a 7-step process of answering questions focused on community and stakeholder impact. Through the 7-step process of understanding the outcomes of decisions on the community, you will end with an Equity Impact Analysis or summary of your findings to be included on the Request for Council Action (RCA).

STEP 1 – DESIRED RESULTS AND OUTCOMES (How does this decision help achieve our long-term goals?)

STEP 2 – WHAT DATA IS AVAILABLE AND WHO DOES THE DATA INDICATE IS IMPACTED? (Do any gaps exist in the available data?)

STEP 3 – HOW HAVE COMMUNITIES IN ROSEVILLE BEEN ENGAGED?  
WHAT ARE PLANS FOR FUTURE COMMUNICATION OR ENGAGEMENT?

STEP 4 – RACIAL EQUITY CONSIDERATIONS

STEP 5 – WHAT IS YOUR PLAN FOR IMPLEMENTATION?

STEP 6 – HOW WILL YOU EVALUATE RESULTS AND  
MONITOR PROGRESS IN THE FUTURE?

STEP 7 – EQUITY IMPACT ANALYSIS/  
SUMMARY

**TO COMPLETE THIS DOCUMENT, YOU WILL NEED DATA RELEVANT TO YOUR DECISION AND STAKEHOLDER FEEDBACK. A sample template can be found [here](#).**

**Racial Equity Toolkit**

**To Guide in Decision Making on Policies, Programs, Initiatives, and Budget Proposals**

Tenant Notification/Notice of Potential Sale Ordinance

Title of Policy, Program, Initiative, or Budget Proposal

An ordinance that intends to provide housing stability, protection, and notification measures to tenants of rental housing during a period of ownership change. The ordinance would require notification to tenants and the City whenever title to property containing five or more units is conveyed or otherwise transferred. The ordinance would require a new owner to pay relocation benefits if the owner takes certain actions during a required three-month notification period and a tenant must move as a result of the new owner’s action(s). The ordinance would also require advance notice to the City before a rental property affordable to lower income households becomes available for sale so that it can make such information available to parties interested in purchasing the property with a goal of keeping rents affordable to lower income households.

Description of Policy, Program, Initiative, or Budget Proposal

Community Development

Department

Janice Gundlach, Community Development Director

Primary Contact

**STEP 1 – DESIRED RESULTS & OUTCOMES**

1. Which of the Community Aspirational goals does this issue most align with?
  - Welcoming, inclusive, and respectful       Safe and law abiding
  - Economically prosperous     Diverse and quality housing and neighborhoods
  - Environmentally responsible       Active and Healthy
  - Well-connected through transportation and technology infrastructure
  - Engaged in our community’s success
  
2. What are the desired outcomes in community? What issue or gap does this program or policy help to solve?

The desired outcome is to provide measures that create a more stable home environment for residents of households of lower socio-economic status. This ordinance intends to provide temporary relief to households who are forced to find new housing out of circumstances they didn’t create and/or can’t control, and which can cause housing instability due to the lack of housing options, and the cost to securing safe and habitable housing.

3. Are there any similarly related programs or policies already in place? Are there any similarly related RCA's that have been completed in the past?

There are no programs or policies in place regarding tenant notification. However, the following programs and/or policies have been undertaken related to affordable housing:

- The Economic Development Authority, through adoption of a Public Finance Assistance Policy in 2016, has used tax increment financing to support the preservation of existing affordable housing, and construction of new affordable housing, in recognition there is a lack of affordable units in Roseville.
- The Economic Development Authority created a Land Trust Partnership with Twin Cities Habitat for Humanity whereby direct financial support is provided in an effort to provide more affordable home ownership units throughout Roseville.
- The City adopted a Fair Housing Policy in 2018.
- The City updated its Zoning Code in November of 2021, which expanded the list of housing types allowed in low-density residential districts, in the hopes of creating more opportunities for construction of “missing middle” housing types, which have a greater likelihood of being affordable.

**STEP 2 – WHAT DATA IS AVAILABLE AND WHO DOES THE DATA INDICATE IS IMPACTED?**

4. Which geographical areas are/will be impacted?

Checkboxes for various Roseville neighborhoods – use [census tracts](#)

The entire City of Roseville would be impacted by this ordinance.

5. What are the racial demographics of those living in the areas impacted? Use the Demographic data provided by census tracts

- 32.6% of residents in Roseville are renters
- Home ownership in Roseville varies greatly by race. BIPOC households are much more likely to be renters:
  - 72.5% of Black households rent
  - 56.9% of Asian households rent
  - 26.7% of White households rent
- 39.8% of renters are paying more than 30% of their monthly gross income in rent, compared to 22% of homeowners with mortgage costs that meet or exceed 30% of their income

6. What other information or data is available to be considered related to this issue? Are there any gaps in the available data? What disparities were identified in the available data?

- 90.2% of Roseville’s homeowners are White compared to 2.2% are Black (4.3% Asian, 3.3% other races)
- Median household incomes are lower for renters and persons of color:
  - Median household income (owner-occupied): \$91,648
  - Median household income (renter-occupied): \$51,014
  - Median household income (White): \$76,297
  - Median household income (Black): \$47,283
- Roseville’s rental population is 3x more likely to experience housing instability given 6.1% of renters have moved a year ago or less, compared to 2.1% of homeowners

7. What feedback has been received from stakeholders so far? What is the communication strategy to keep stakeholders engaged? [Link to engagement strategies document](#)

At the September 20, 2021 Economic Development Authority meeting information was provided regarding Just Cause, Inclusionary Housing, and Tenant Notification ordinances. The EDA signaled interest in pursuing Tenant Notification. No other stakeholder feedback has been received at this point given engagement efforts have not been launched.

As a part of the ordinance consideration process, a community engagement plan will be drafted and presented to the City Council outlining the process to be undertaken and the goals sought from that process. The goal of engagement would be to:

- Inform the public of a draft tenant notification ordinance and what benefits would arise from adoption of the ordinance,
- Hear stakeholder concerns and determine if and/or how to address those concerns, either through modifications to the draft tenant notification ordinance or some other means,
- Outline the steps that will be taken related to official adoption of the ordinance, and
- Provide the public any other information relevant to questions or concerns that are raised during the engagement period.

Opportunities to meet with key stakeholders will be a major component of the engagement plan. The preliminary list of key stakeholders includes: renters, owners of rental housing, MN Multi Housing Association, Minnesota Association of Housing Code Officials, Housing Link, HOME Line, Housing Justice Center, and the Roseville-area school district. Other engagement considerations yet to be determined include how to provide notification of engagement opportunities, the time and location for planned meetings, and what electronic forms of engagement might be utilized.

8. Which voices in the community are underrepresented in the stakeholder feedback so far? Reflect on those that may be geographically impacted, economically disadvantaged, or more/less likely to benefit from the proposed policy or program.

As a part of the Zoning Code Update engagement efforts in the spring and summer of 2021, virtual meetings and interactive online forums were held to seek impact on Racial Equity & Inclusion in zoning. The majority of feedback received centered on affordable housing issues. Anecdotally, this feedback was received from homeowners, not renters, and only English-speaking persons. As such, a specific effort must be undertaken to engage with renters and non-English speaking persons.

Previous efforts were solely virtual due to the pandemic. In person engagement efforts must be made to reach renters in a location that is easily accessible to them.

**STEP 4 – RACIAL EQUITY CONSIDERATIONS**

9. How does this proposed policy, program, initiative, or budget proposal help to improve racial equity? Does it decrease racial equity at all? Reflect on the internal or external factors that are likely to be contributing to the disparity.

Because renters are more likely to be people of color, earn incomes at or below 80% of the area median income, and experience housing instability suggests the ordinance would improve racial equity. It is recognized this ordinance is only one tool the City can use to improve racial equity in housing and the City must continue its other efforts surrounding affordable housing, some of which is outlined in question three of this toolkit, to help remedy past governmental actions that have contributed to racial disparities in housing, including redlining, racially restrictive covenants, and zoning practices that codified institutional racism.

**STEP 5 – WHAT IS YOUR PLAN FOR IMPLEMENTATION?**

10. What ongoing measures are in place or should be put in place to minimize unforeseen harm to historically underrepresented communities?

Examples: collecting and storing data, conducting a future impact analysis, ongoing monitoring

The City intends to collect data regarding how many rental housing units were impacted by this ordinance and evaluate, over a period of time yet to be determined, if the ordinance is having the effect intended or if any revisions are necessary that may better achieve the desired outcome of creating opportunities for more housing stability. Specifically, the ordinance could require new owners to disclose how many tenants moved after the notification period ended as a result of new lease terms. Also, the City could track the percentage of renters who have moved in the last year to see if there is a decline.

**STEP 6 – HOW WILL YOU EVALUATE RESULTS, MONITOR PROGRESS IN THE FUTURE?**

11. It is important to evaluate our decisions and monitor our progress toward racial equity goals. Related to this area of impact, how will you evaluate the final decision, monitor impact, and ensure racially disaggregated data is available for future consideration? Consider creating a timeline to analyze impact; managing future expectations of desired outcomes, or community indicators that can determine success or opportunities

Since the ordinance requires City notification, in addition to renter notification, Community Development staff will be able to easily monitor implementation. Further, it is the intent to require the disclosure of how many leases were terminated specific to ownership transfer, which will allow City staff to develop a baseline of lease turnover related to ownership change.

**EQUITY IMPACT ANALYSIS (SUMMARY) – add to RCA**

12. In 1-3 paragraphs, how would you summarize the consideration of equity on this recommendation based on your Racial Equity Toolkit responses so far? Please include any relevant data (or if no data exists) and how this helps us achieve one or more of our City Aspirations identified in Step 1.

At minimum, this summary should be included under the Equity Impact Analysis of the RCA.

Securing safe and habitable housing is foundational to ensuring the success of Roseville’s residents/families. Demographically, in Roseville persons of color are two and a half times more likely to rent compared to Whites and persons of color earn median household incomes that are nearly 40% lower than Whites. Renters are also three times more likely to have moved a year ago or less, which collectively contributes to housing instability. When rental properties undergo an ownership change, tenants can be subjected to changes in lease agreements, including a rise in rental rates, which are of no fault to the renter. Often times, these situations result in renters having to find other housing in timeframes that can be as short as 30 days. Given the availability of affordable housing, and the cost of moving, regulations that provide greater housing stability are needed. By adopting a Tenant Notification Ordinance, the City can legislate an extended timeframe whereby new owners cannot subject tenants to new lease terms in timeframes that are unduly burdensome, or, impose relocation remedies in exchange for not providing an extended timeframe to find alternative, safe and habitable housing.

ORDINANCE NO. \_\_\_\_

AN ORDINANCE CREATING A NEW CHAPTER 910 TO THE ROSEVILLE CITY CODE, TENANT NOTIFICATION AND NOTICE OF POTENTIAL SALE WITH RESPECT TO LICENSED RENTAL PROPERTIES

The City Council of the City of Roseville does ordain:

Section One. Tenant Notification and Notice of Potential Sale. A new Chapter 910 is inserted into City Code that outlines the following requirements for licensed rental properties.

TENANT NOTIFICATION AND NOTICE OF POTENTIAL SALE WITH RESPECT TO LICENSED RENTAL PROPERTIES

SECTION:

- 910.01: Purpose
910.02: Definitions
910.03: Notice to the City of Proposed Sale
910.04: Post Sale Notice
910.05: Relocation Assistance
910.06: Tenant Complaints
910.07: Penalty

910.01: Purpose

The purpose of this Chapter is to provide housing stability, protection, and notification to tenants in rental housing during an ownership transition. This Chapter requires notice to both tenants and the City whenever title to property containing three or more rental housing units is conveyed or otherwise transferred. Under this Chapter, an owner of a housing building is required to pay resident relocation benefits if the owner takes certain actions during a required three-month tenant notification period, and the resident of the building needs to move as a result of the owner's action(s). In addition, this Chapter requires that when rental properties affordable to lower income households become available for sale, the City must receive notice of the potential sale so that it can make such information available to parties interested in purchasing the property with a goal of keeping rents affordable for lower income households.

910.02: Definitions

The following definitions in this Section apply in Chapter 910. Defined terms remain defined terms, whether or not capitalized.

A. Affordable Housing Building: A multiple-family rental housing building having five or more dwelling units where at least 20 percent of the units rent for an amount that is affordable. Affordable shall mean no more than 30 percent of income to households at or below 80 percent of area median income, as most recently determined by the United States Department of Housing and Urban Development for Low Income Housing Tax Credit (LIHTC) purposes, as adjusted for household size and number of bedrooms.

[Type here]

43

44 B. Available for Sale: The earliest implementation of any of the following actions: negotiating to enter  
 45 into a purchase agreement that includes an affordable housing building, advertising the sale of an  
 46 affordable housing building, entering into a listing agreement to sell an affordable housing building, or  
 47 posting a sign that an affordable housing building is for sale.

48 C. Cause: The tenant or a member of the tenant's household materially violated a term of the lease or  
 49 rental agreement, or violated an applicable federal, state, or local law or regulation.

50 D. Housing Building: A building with three or more rental units.

51 E. Housing Unit: A rental unit within a housing building.

52 F. Material Change: A change in the terms of a lease that significantly limits or restricts the tenants' use  
 53 and enjoyment of a housing unit or the housing building.

54 G. Tenant Notification Period: The period that commences on the date when a written notice of the transfer  
 55 of ownership of a housing building is sent to each housing unit tenant pursuant to Section 910.04 and ends  
 56 on the last day of the third full calendar month following the date on which the notice was sent. In no  
 57 case shall the tenant notification period be less than 90 days.

58 H. Transfer of Ownership: Any conveyance of title to an affordable housing building, whether legal or  
 59 equitable, voluntary or involuntary, resulting in a transfer of control of the building, effective as of the  
 60 earlier of the date of delivery of the instrument of conveyance or the date the new owner takes possession.

61 **910.03: Notice to the City of Proposed Sale**

62 A. Notice to the City: Any owner or representative of the owner who intends to make available for sale  
 63 any affordable housing building shall notify the Community Development Director of the proposed sale  
 64 by providing the notice required in this Section. The notice shall be on a form prescribed by the City  
 65 stating the owner's intent to make available for sale the affordable housing building and which may  
 66 include, at the City's sole discretion, some or all of the following information:

- 67       1. Owner's name, phone number, and mailing address;
- 68       2. Address of the affordable housing building that will be made available for sale;
- 69       3. Total number of dwelling units in the building; and
- 70       4. Number and type (e.g., efficiency, one bedroom, two bedrooms, etc.) of each of the affordable  
 71 housing dwelling units in the building and the contract rent for every dwelling unit in the  
 72 building.

73 B. Manner and Timing of Notice: The notice shall be mailed or hand delivered to the Community  
 74 Development Director no later than 90 days prior to the affordable housing building being made available  
 75 for sale. The notice shall also be delivered directly to all affected tenants and include the following

76 language requirement: “This is important information about your housing. If you do not understand it,  
 77 have someone translate it for you now, or request a translation from your landlord.” This advisory must  
 78 be stated in the notice in the following languages: English, Spanish, Somali, Karen, and Hmong. This  
 79 notice shall be delivered to all affected tenants no later than 90 days prior to the affordable housing  
 80 building being made available for sale. Upon request by the tenant, the owner must provide a written  
 81 translation of the notice into the tenant’s preferred language if the language is listed above.  
 82

83 C. Exclusions: This notice of potential sale requirement shall not apply to the sale or transfer of title of an  
 84 affordable housing building already subject to federal, state, or local rent or income restrictions that  
 85 continue to remain in effect after the sale or transfer; or with respect to the sale or transfer of a residential  
 86 rental building in which the buyer contracts with the City to maintain the property in compliance with the  
 87 definition of an “affordable housing building” as defined in this Chapter, for a period of no less than 10  
 88 years. This exclusion does not apply if local rent or income restrictions will increase yet remain in  
 89 compliance with the definition of an “affordable housing building” as defined in this Chapter.

#### 90 **910.04: Post Sale Notice**

91 A. Notice to Tenants: Whenever title to property containing a housing building is conveyed or otherwise  
 92 transferred, as a condition of receipt of a rental license, the new owner must within 30 days after the real  
 93 estate closing, deliver written notice to each housing unit tenant that the housing building is under new  
 94 ownership. The notice must include, at a minimum, the following information:

- 95 1. The name, mailing address, and telephone number of the new owner.
- 96 2. The following statement: “Roseville City Code provides for a three month tenant notification  
 97 period to housing unit tenants when new ownership takes control of a property. A tenant may  
 98 be entitled to relocation assistance from the new owner if, during the three month tenant  
 99 notification period, the new owner:
  - 100 a. Terminates or does not renew the tenant’s rental agreement without cause;
  - 101 b. Raises the rent and the tenant terminates his or her rental agreement due to the rent increase;
  - 102 c. Requires existing tenants to be re-screened or comply with new screening criteria, and the  
 103 owner or tenant terminates the tenant’s lease based on that re-screening or failure to meet  
 104 those new screening criteria;
  - 105 d. Imposes a material change in the terms of the lease, and the owner or tenant terminates or  
 106 does not renew the tenant’s lease because of those material changes; or
  - 107 e. Engages in construction activity at the property that would trigger federal, state, or local  
 108 law regarding lead paint or asbestos safety.”
- 109 3. Whether there will be any rent increase within the three month tenant notification period and,  
 110 if so, the amount of the rent increase and the date the rent increase will take effect.
- 111 4. Whether the new owner will require existing housing unit tenants to be re-screened or comply

112 with new screening criteria during the three month tenant notification period and, if so, a copy  
 113 of the applicable screening criteria.

- 114 5. Whether the new owner will, without the tenant’s consent, impose a material change in the  
 115 terms of the lease during the three month tenant notification period and, if so, the language of  
 116 the material change and explanation of its effect.
- 117 6. Whether the new owner will terminate or not renew rental agreements without cause during  
 118 the three month tenant notification period and, if so, notice to the affected housing unit tenants  
 119 whose rental agreements will terminate and the date the rental agreements will terminate.
- 120 7. Whether the new owner intends to increase rent, require existing tenants to be rescreened to  
 121 determine compliance with existing or modified residency screening criteria, terminate or not  
 122 renew housing unit rental agreements, or impose a material change in the terms of the lease  
 123 without cause within 30 days immediately following the tenant notification period.
- 124 8. Whether the new owner intends to engage in construction activity at the property that would  
 125 trigger federal, state, or local law regarding lead paint or asbestos safety.
- 126 9. The date that the tenant notification period will expire.

127 B. Language requirement: Each notice required by this Section shall contain an advisory that reads as  
 128 follows: “This is important information about your housing. If you do not understand it, have someone  
 129 translate it for you now, or request a translation from your landlord.” This advisory must be stated in the  
 130 notice in the following languages: English, Spanish, Somali, Karen, and Hmong. Upon written request by  
 131 a tenant that identifies the tenant’s native language, the owner must provide a written translation of the  
 132 notice in that language.

133 C. Notice to the City: The new owner must deliver a copy of the notice required by this Section to the City  
 134 of Roseville Community Development Department at the same time that the notice is delivered to tenants.

135 D. Required tenant notification period: The new owner of a housing building must not terminate or not  
 136 renew a tenant’s rental agreement without cause, raise rent, re-screen existing tenants, or impose a material  
 137 change to the terms of the lease during the tenant notification period without providing the notices required  
 138 by this Section.

#### 140 **910.05: Relocation Assistance**

141 A. When Required: A new owner of a housing building must pay relocation assistance to housing unit  
 142 tenants if, during the three month tenant notification period, the new owner:

- 143 1. Terminates or does not renew the tenant’s rental agreement without cause;
- 144 2. Raises the rent and the tenant terminates his or her rental agreement due to the rent increase;
- 145 3. Requires existing tenants to be re-screened or comply with new screening criteria and the  
 146 owner or tenant terminates the tenant’s lease; or

147 4. Imposes a material change in the terms of the lease and the owner or tenant terminates or does  
148 not renew the tenant’s lease.

149 B. Amount: Relocation assistance shall be in an amount equal to three months of the monthly rent pursuant  
150 to the current lease.

151  
152 C. When Paid: The new owner shall, when required, pay relocation assistance to the tenant of a housing  
153 unit within 30 days after receiving tenant’s written notice of termination of the lease or within 30 days  
154 after the owner notifies the tenant that the lease will be terminated or not renewed.

155 **910.06: Tenant Complaints**

156 A tenant of a housing unit who believes the new owner has not provided the tenant the notifications  
157 required under this Chapter may submit a notice of violation to the City. The purpose of the notice is to  
158 inform the City of an alleged violation of this Chapter to assist the City in determining whether to impose  
159 an administrative penalty provided for in this Section. The City is not required to take any particular action  
160 in response to a notice of violation, and any enforcement action it does take shall be on behalf of the City,  
161 not the tenant. Filing a notice of violation does not prohibit the tenant from pursuing any remedy available  
162 to the tenant under law.

163 **910.07: Penalty**

164 A. Violations: A violation of this Chapter is an administrative offense that may be subject to an  
165 administrative citation and civil penalties as provided in Title 1 of the City Code. Notwithstanding any  
166 provision of Title 1 of the City Code, the penalty for a violation of Sections 910.04 or 910.05 shall be the  
167 sum of the applicable amount of relocation assistance plus \$500.

168 B. Number of Offenses: A violation of this Chapter shall constitute a separate offense for each dwelling  
169 unit affected.

170  
171 C. Transfer of Funds: Within 30 days after a person pays the penalty in Section 910.07.A to the City, the  
172 City shall pay to the displaced tenant of the housing unit in which the violation occurred an amount equal  
173 to the relocation assistance amount specified in Section 910.05.B.

174  
175 D. Additional Redress: In addition, any tenant aggrieved by a landlord’s noncompliance with this Chapter  
176 may seek redress in any court of competent jurisdiction to the extent permitted by law.

177 **Section Two. Effective Date.** This ordinance amendment to the City Code shall take effect upon passage  
178 and publication of the ordinance.

179  
180 Passed this \_\_\_ day of \_\_\_\_\_ 2022.

181