



City of
BURNSVILLE
100 Civic Center Parkway
Burnsville, MN 55337-3817



TIPSHEET FOR MEETING STAR PROGRAM REQUIREMENTS FOR MULTI-FAMILY PROPERTIES

Getting involved with the City of Burnsville STAR program is easy! Just choose your level of participation – Level C, Level B or Level A – and fill out the free application. Here is a description of what is expected from property owners and what resources the City of Burnsville will bring forward under each level. Participation in or completion of requirements needs documentation for recognition.

STAR Program – Level C

Level C properties must do everything listed under this level. Many property owners are already utilizing these strategies, however, if not, they are fairly straight-forward and should be easy to implement.

- A **crime free lease addendum** is a powerful tool to assist property owners in dealing with troublesome tenants. The addendum, signed at the same time as the lease document, stipulates that anytime a tenant breaks a law while on site could result in the lease being broken. Basically, the addendum provides the property owner a legal method to break a lease with a tenant who breaks the law. A copy of the crime free lease addendum can be found at www.burnsville.org, and can be sent upon request.
- Rental criteria regarding persons with criminal backgrounds** is your own policy on what types of criminal backgrounds you choose to allow onto your property, and those you would screen out.
- Third party background check procedures for tenants** should describe the level to which the background is checked, where it is conducted, etc. A letter from your background check company outlining the services they will provide would suffice. (A list of background check companies is available from the licensing office – see contact information below.)
- Third party background check procedures for employees/managers** can be treated similar to background checks for tenants. However, it is important to remember that the Kari Koskinen law (MN Statute 2004, 299C.68) applies to property managers – state law requires that every property manager must be background checked. While the law does not specifically mention other property employees, it is a good idea to apply the same procedures for all employees.
- Allowing the City of Burnsville to be involved in evictions** means that the City will support you in the eviction of a trouble tenant – this may include building documentation, or testifying in court on behalf on the property owner and community.
- Allowing the City of Burnsville to enforce traffic laws upon my property** is most likely to be an issue in the case of non-licensed vehicles, etc.

STAR Program – Level B:

Level B properties do everything listed under level C, and add the following activities which require a little more activity on the part of property owners/staff.

- National Night Out** occurs the first Tuesday of August each year. Property owners/staff will create and promote some sort of event, large or small in scale. City staff can help with ideas. These events must be registered with the City for verification purposes.
- Attend 25% of **STAR Coalition Meetings** each year. The meetings occur once each month for ten months and are facilitated by the Burnsville Police Department. Each meeting features a rental property topic, free lunch and conversation with other managers. To meet the criteria will require attendance at a minimum of three meetings per year.
- Crime Free Multi-Housing Training** is a one day training event covering a variety of topics to assist property owners/managers. The training is coordinated by the City of Burnsville and other local police departments and a small fee is required for attendance. This requirement must be dated within a three year time frame.
- Copies of HUD and/or Insurance Inspection Reports** are required for a minimum of the common areas of the property. This service may be completed by HUD, an insurance carrier, mortgage lender or fee based company. This requirement must be dated within a three year time frame.

STAR Program – Level A

Level A properties do everything listed under levels B & C, and choose two of the following activities which require a little more activity on the part of property owners/staff.

- Attend 50% of **STAR Coalition Meetings**. Attendance of a minimum of five meetings per year is needed to attain the requirement.
- Property Manager Training of 10 hours/year of **MMHA or equivalent** – this can be MMHA, Dakota County Technical College, Hennepin Technical College or similar.
- Property Manager Certified by MMHA or equivalent** as approved by City and/or STAR properties.
- Multi-housing Crime Free Certification** is offered through the Community Resource Office and includes implementing proactive procedures, landscaping to improve sightlines, lighting analysis, etc.

Contact Information

More information about the City of Burnsville’s STAR Program is available from:

Tina Zink
Licensing Coordinator
City of Burnsville
952-895-4460
tina.zink@ci.burnsville.mn.us