



ROCHESTER

Minnesota

FIRST CLASS CITY • FIRST CLASS SERVICE



BUILDING SAFETY DEPARTMENT
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PUBLIC SAFETY EXAM 2019 Landlord Public Safety Seminar-On Line Version

Date _____

Please Print _____
First Name Last Name

Address of rental property _____

Please complete each test question and use a black pen. The test is segmented into seven videos. A score of 70% is considered passing. If you fail this exam you are required to re-take the exam within 30 days at no additional charge. If you fail a third time you will be required to retake the exam and pay an additional fee.

Please circle an answer for each of the following test questions.

LEASE AGREEMENTS AND LEGAL - ATTORNEY PAUL OHLY

1. If you have a rental lease and implement a "no pet policy" for your rental property, can you legally refuse to rent to an applicant with a legitimate "service animal?"
 - a. Yes
 - b. No
2. What is the interest a landlord must pay on a security deposit?
 - a. 5%
 - b. 2%
 - c. 1%
3. If a tenant pays his or her rent late, what percentage of the monthly rent may a landlord charge the tenant as a late fee?
 - a. 8%
 - b. 5%
 - c. 2%
4. A tenant vacates the property on the last day of the lease and provides a forwarding address to the landlord. How soon must the landlord return the security deposit or provide a written explanation as to why the security deposit will not be returned?
 - a. 30 days
 - b. 21 days
 - c. 45 days

5. How long must a landlord retain the tenant(s) abandoned property?
 - a. 28 days
 - b. 21 days
 - c. 30 days

BUILDING SAFETY REGULATIONS – STAFF RENTAL HOUSING DIVISION

6. What is the minimum square inch total area of clear opening for an existing egress window in a rental unit? _____
7. If you are installing a window well for an egress window in a basement, what are the minimum dimensions allowed? _____
8. Where must you install carbon monoxide detectors?
 - a. In all bedrooms
 - b. 10' outside the bedroom(s)
 - c. In a mechanical room
 - d. All the above
9. How many years from the date of manufacture must smoke alarms be replaced?
 - a. 10 years
 - b. Every 2 years in sync with the rental inspection
 - c. Only when the detector beeps
 - d. Never, once a smoke detector is installed the device does not require replacement
10. What is the minimum ceiling height requirement for the main floor and upper floors of a rental property?
 - a. 6'-0"
 - b. 6'-5"
 - c. 6'-8"
 - d. 7'-0"
11. What is the minimum required ceiling height for stairways in a rental property?
 - a. 6'-4"
 - b. 6'-3"
 - c. 6'-2"
 - d. 6'-1"
12. Extension cords can be used as a source of permanent wiring.
 - a. True
 - b. False
13. What is necessary for the safe operation of a garbage disposal to prevent an electrical shock?
 - a. Splash guard
 - b. Romex clamp
 - c. Operated quietly without screeching
 - d. All of the above

14. What are the main reason(s) a building inspection is performed in a rental property?
 - a. To ensure the residence is safe for the occupants and their visitors
 - b. To ensure the rental unit meets with minimum standards of the housing codes
 - c. To identify safety hazards for the property owner to resolve
 - d. All the above

15. What are the main reason(s) a landlord is required to arrange for a re-inspection 30 days after their building inspection?
 - a. To avoid legal action for renting without an expired rental license
 - b. To ensure all code items cited are properly resolved
 - c. To comply with city codes and avoid tenant complaints
 - d. All the above

16. If a landlord does not correct code violations, what maximum legal sanctions can the City Attorney impose against a landlord?
 - a. Appearing for court is optional
 - b. Required court appearance before a judge, criminal misdemeanor charge, a fine of up to \$1000, and jail
 - c. Revocation of a rental license

17. The number of tenants allowed in a rental property is based on the total habitable square feet of the residence/unit. What rooms are considered habitable?
 - a. Bedrooms, Living room and Family Room
 - b. Dining room, Kitchen, and Den
 - c. Bathrooms, closets and stairways
 - d. All of the above
 - e. Only a & b above

DISORDERLY USE NOTICES - DARRELL HILDEBRANDT

18. A Disorderly Use Notice can be issued by the police for domestic assault.
 - a. True
 - b. False

19. A Disorderly Use Notice may be given for overcrowding.
 - a. True
 - b. False

20. A Disorderly Use Notice violation may be issued for the odor of marijuana or possession of a small amount of marijuana (less than 42.5 grams).
 - a. True
 - b. False

21. The rental lease must have an addendum that contains a clause providing that disorderly conduct is both a material breach of the lease and the grounds for termination of the lease.
 - a. True
 - b. False

22. Disorderly Use Notices stays on the record of a rental property for how long?
- 3 months
 - 6 months
 - 9 month
 - 12 months
23. The Disorderly Use Notices are sent to the landlord by:
- Rochester Police Department
 - Building Safety
 - City Attorney
 - City Administrator
24. Trespassing a person requires them to be physically on the property at the time of the trespass warning.
- True
 - False
25. If a **second** Disorderly Use Notice is sent to the landlord, the owner must provide a written plan submitted to the police department as to what action the owner is taking to prevent a **third** Disorderly Use Violation.
- False
 - True

INVESTIGATIONS CIU TEAM - #1 NARCOTICS SGT PAUL WILSON

26. What is the main reason people sell drugs?
- Initiation into a gang
 - Money
 - Need a job that pays well
27. Methamphetamine is a very powerful depressant.
- False
 - True
28. What is the most common drug amongst drug users?
- Cocaine
 - Prescription drugs
 - Marijuana
29. Name one reason why prescription drugs have increased in popularity.
- Availability
 - Purity
 - Variety
 - Perception they are safe
 - All the above

30. Name the things to look for as signs of drug use or sales by tenants.
- Paraphernalia
 - Frequent short term traffic
 - Heavy traffic
 - Traffic at odd hours
 - Suspicious behavior and suspicious people
 - Complaints from neighbors
 - Your own observations
 - All of the above
31. Select the things that you as a landlord can do to address potential drug problems in or on your property:
- Have a well written lease
 - Let your tenant know drug related activity will not be tolerated and will be grounds for kicking them out and take action when there are problems
 - Call police when activity is happening
 - Write down license plates of suspicious vehicles
 - Start working on the problem early and be active in resolving the issue
 - All of the Above
32. Name a factor(s) that might initiate a drug investigation from the RPD Narcotics Unit
- Complaints from citizens
 - Complaints from officers
 - Informant Information
 - Arrests or citations issued
 - Use of informants or undercover officers
 - Use of intelligence and investigative techniques
 - All of the above

INVESTIGATIONS CIU TEAM #2 SGT J. FISHBAUGHER

33. Sex trafficking in Rochester is not a problem
- True
 - False

COMMUNITY ACTION TEAM (CAT TEAM) SGT JON TURK

34. The CATeam works directly with what groups to solve community problems?
- Neighborhood Associations
 - Landlords
 - Rochester Building Safety
 - All of the above
35. Which of the following is considered a landlord best practice?
- Completing a background check on the tenant, and anyone else listed on the lease
 - Having a Crime Free Addendum on a rental lease
 - All of the above
 - None of the above

36. When responding to problems or calls for service involving rental properties, officers are taught to:
- Always make an arrest or issue a citation
 - Never give warnings
 - Contact the property owners at the time of the incident
 - Use discretion

SHERIFF'S OFFICE - (Civil Warrants Division)

37. If you are to have the Sherriff's Office serve eviction papers, file with:
- The Sheriff's Office
 - The Police Department
 - The District Court
 - All of the Above
38. To serve eviction papers, they must be:
- Served at least 7 days and no more than 14 days
 - Served at least 1 day and no more than 5 days
 - Served 5 days and no more than 15 days
 - None of the Above
39. The Sherriff's Office charges:
- \$85 for the first two persons and \$10 for any additional persons
 - \$95 for the first two persons and \$10 for any additional persons
 - \$100 for the first two persons and \$10 for any additional persons
 - \$50 for the first two persons and \$10 for any additional persons
40. Papers can be served personally or posted. Before posting there must be:
- 1 day attempt and 2 night attempts
 - 1 day attempt and 1 night attempt
 - 2 day attempts and 2 night attempts
41. After a Writ of Execution is served/posted, the landlord must allow:
- 24 hours before taking action
 - 36 hours before taking action
 - 48 hours before taking action
 - 72 hours before taking action
42. What book was Attorney Paul Ohly referring to during his presentation?
- His notes
 - Landlord & Tenants Rights and Responsibilities booklet
 - None of the Above
43. What significant action(s) can a landlord can do to prevent problems in rental property?
- Register the rental property with the City of Rochester
 - Conduct a pre-rent inspection walk through and exit walk through inspection with your tenant
 - Implement a well written lease that includes the Crime Free addendum
 - Perform a uniform background check for all tenants
 - Promptly resolve any building code violations
 - All of the above

44. The main reason the Public Safety Class is taught educate landlords & managers how to identify and keep criminal activity out of their rental property(s).

- a. True
- b. False

THANK YOU FOR YOUR PARTICIPATION!



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Upon completion of this **Landlord Public Safety Seminar, On-line version** exam, please submit to the Building Safety Department for grading.

- Submit the completed exam to our office via mail, fax or email, along with the \$50.00 fee.
- The fee for the exam is \$50.00. Cash, check, or credit card payments accepted. Checks may be made payable to the City of Rochester.
- A passing grade of 70% is required. The fee covers two attempts to pass the exam. Should further attempts be necessary, another \$50.00 fee will be due.
- Our office will notify you with the test results, usually within 1-2 business days of submission. Your completion certificate will be mailed to you.

By signing this test, I certify that I have viewed and understand the information provided in the On-line version of the Public Safety Seminar. ***(Please print clearly)***

Signature _____

Please Print

Organization/Business Name _____

Name _____

Address _____

City _____ **STATE** ____ **ZIP** _____

Phone _____

Email _____

Please provide us with your rental property address or addresses to verify and document your participation:

(If you are responsible for more than one rental, please use the rental update sheet.)