

Restoration Agreement (RA) Process and Procedures for Waiving the Vacant Building Registration (VBR) Fee.

Restoration Agreement Overview

Chapter 249 of the Minneapolis Code of Ordinances requires that an annual fee be applied to properties that are required to register as vacant with the City of Minneapolis. The annual fee is listed in the current [Director's Fee Schedule](#). This fee may be waived or held in abeyance for the current year (for new vacant building registrations or upon the anniversary date of the vacancy), if the owner follows through with a written restoration agreement.

The Restoration Agreement (RA) is a contract between the City of Minneapolis and the owner of a vacant property. It provides the owner and the City with clear timeframes, work orders, and cost estimates for the complete rehabilitation of a property. It provides the financial penalties associated with failure to adhere to the specifications included in the document. By signing the agreement, the owner agrees to complete the work and accept all conditions, including the penalties and forfeiture of any required deposits or escrows.

YOU MUST CALL (612) 673-2233 or 311 within 90 days of your initial Vacant Building Registration (VBR) order or Renewal Letter to schedule an appointment and enter into a RA. If you are outside the Minneapolis city limits or are unable to dial 311, call (612) 673-3000. TTY/TDD customers please dial (612) 673-2157. Appointments are scheduled several weeks out to provide the owner with enough time to complete the following requirements.

Before you Sign a RA, you will need the following:

Proof of ownership (you must be the legal owner of the property). You must provide written documentation and disclose those that are partners if there are multiple owners.

1. Multiple owners include all partners in a LLC.
2. A Code Compliance Inspection within the last year if it is a condemned property or a VBR Waiver Inspection if the property is registered as vacant but not condemned.
 - a. Call (612) 673-5805 to schedule a Code Compliance Inspection. There is a fee for this inspection.
 - b. Call (612) 673-2233 or 311 to schedule a VBR Waiver Inspection.

3. Line item bid for repair items identified through either the Code Compliance Inspection or the VBR Waiver Inspection (referenced above.)
4. A deposit may be required for owners who have had prior RA(s) that have failed. A \$10,000 deposit is required on all RAs with a Director's Order to Demolish.
5. Time line for completing work:
 - a. Permits need to be pulled and work must begin within 30 days of signing the RA.
 - b. Must complete 100% of the work (unless indicated otherwise in the RA) within 6 months of the signing of the agreement.
6. A RA requires continuous progress on the project throughout the term of the agreement. Staff reserves the right to cancel an agreement if terms are not being met.

NOTE: If your property is condemned and you have not started any code compliance activity, you will need an additional \$2,000 deposit in the form of a cashier's check to be paid when you pull permits. This is a requirement for the Code Compliance Program.

7. Failure to complete the requirements of the RA by the determined due date of the RA will negate the Waiver of the VBR fee and the fee will be applied and levied as a special assessment to the property taxes.