CITY OF ST. JOSEPH
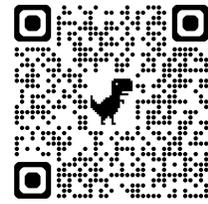
Rental License Application

Government data practices act-Tennessen warning: The data you supply on this form will be used to process the license you are applying for. You are not legally required to provide this data, but we will not be able to process the license without it. The data will constitute a public record if and when the license is granted.

Rental Property Information:

Rental Property Address: _____

Type of Unit (select one):   Single Family   Duplex   Townhouse   Apartment

Total Number of Dwelling Units: _____ (each unit should be equipped with a kitchen and bathroom)

Proposed date for start of rental: _____

Reason for rental: New Rental   Existing Rental (renewal)   Existing Rental (new owner)

Where will tenants park? _____ Number of paved off-street parking spaces available? _____

Property Owner Information (Licensee):

Owner Name (Licensee) _____

Owner's Mailing Address _____City_____State & Zip_____

Home or Business Phone: _____Cell Phone:_____

Email: _____

Owner's Agent Information (Property Manager):

Name of Management Company:_____

Name of Manager _____

Manager's Mailing Address _____City_____State & Zip_____

Phone: _____Email:_____

Emergency Contact/After Hours Contact: _____Phone:_____

Inspections: By applying for this license, I understand and agree that the subject rental property will be inspected by the city Housing Inspector in accordance with Chapter 5, Ordinance 505 of said code. State law requires that tenants are notified in advance of all upcoming inspections (notification is the Owner/agents responsibility). The Owner or Owner's Agent must be present during this inspection. If there are items noted during the inspection that are not in compliance with city ordinances, they must be corrected within the time frame given by the Housing Inspector. Properties that require follow-up inspections will be assessed a $50.00 fee per each re-inspection.

Landlords and Tenants: Right and Responsibilities: Certain rights and duties apply to landlords and tenants everywhere in Minnesota. A handbook to explain those rights and duties is available online http://www.ag.state.mn.us/brochures/pubLandlordtenants.pdf

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FEE SCHEDULE   **New Construction- fee waived**   **Rental fees are not prorated**

License fee- Up to 1 unit $100.00
License fee- Each additional unit containing 2-7 units $20.00
License fee- Each additional unit containing 8 and up $35.00

1st Unit $_____100.00_____(A)

Additional unit at $_____each unit x _____units = _____(B)

Total Fee Due $_____(A+B)

I hereby certify that I have read, examined, and agree with all of the information provided in this application and that the information provided is true and correct, and that providing false information will result in denial of the application.

_____
Property Owner (Print Name)

_____
Property Owner (Signature)   Date

Office Use Only

Date Received: _____ Amount Received: _____Cash/Check/CC:_____

If this is a new rental, please complete the items below:

The property meets the occupancy allowed per City Zoning Ordinance 502: ☐Yes   ☐No

The property meets the parking requirement per City Zoning Ordinance 502: ☐Yes   ☐No

☐ Approved   ☐ Denied   By City Representative _____on_____
                                                Signature   Date

The Housing Inspector will inspect the structure in accordance to City Rental Ordinance 505. Once the structure has passed inspection, a rental license will be issued. A copy of the license will be provided to the owner upon issuance.

Submit Completed Application and Fee to:
St. Joseph Government Center
75 Callaway St E
St. Joseph, MN 56374

Phone: (320) 363-7201

Rental License Application, City of St. Joseph
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