



## Rental License Application

Government data practices act-Tennessee 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:

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Rental Property Address: \_\_\_\_\_

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

Total Number of Units: \_\_\_\_\_ (Please attach a typed list if applicable i.e. apartments, multiple buildings).

Proposed date for start of rental: \_\_\_\_\_

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

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

### Property Owner Information (Licensee):

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Owner Name (Licensee) \_\_\_\_\_

Owner's Mailing Address \_\_\_\_\_ City \_\_\_\_\_ State & Zip \_\_\_\_\_

Home or Business Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Email: \_\_\_\_\_

### Owner's Agent Information (Property Manager):

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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>

| <b>FEE SCHEDULE</b>                                    | <b>New Construction- fee waived</b>                             | <b>Rental fees are not prorated</b>       |
|--|---|---|
| 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                                   |
|  |   | 1 <sup>st</sup> Unit \$ <u>100.00</u> (A) |
|  | Additional unit at \$ _____ each unit x _____ units = _____ (B) |   |
|  |   | <b>Total Fee Due \$ _____ (A+B)</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: \_\_\_\_\_

The property meets the occupancy allowed per 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