



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:

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):

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 119 of the Sauk Centre City 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>

FEE SCHEDULE	New Construction- fee waived
Residential Rental License (Includes Bi-Annual Inspection)	\$120/Bldg + \$20/unit
Residential Rental License Re-Inspection Fee	\$50.00
Residential Rental License No Show Fee	\$50.00
Residential Rental License Failure to Register Fee	\$50.00
	1 st Unit \$ <u>120.00</u> (A)
	# units at \$ <u>20.00</u> 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: _____

The property meets the occupancy allowed per City Code Chapter 119: Yes No

The property meets the parking requirement per City Code Chapter 119: Yes No

Approved Denied By City Representative _____ on _____
Signature Date

The Housing Inspector will inspect the structure in accordance to City Rental Code Chapter 119. 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. Inspections conducted by Central MN Inspection Services, Sauk Centre, MN. 320-493-4514

Submit Completed Application and Fee to:

City of Sauk Centre
320 Oak St. S.
Sauk Centre, MN 56378
320-352-2203