



Rental License Application

Important Information

Government data practices act-Tennessean 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.

Section 1 – Rental Property Information

Rental Property Address: _____ Property Identification Number (PIN): _____

Name of Apartment Complex: _____ Single Family/Duplex: Number of Bedrooms: _____

Multi Family: Number of Buildings: _____ Number of Units: _____

Section 2 – Owner Information (Licensee)

Licensee Name (Owner) _____

Owner's Mailing Address _____ City _____ State & Zip _____

Phone _____ E-Mail _____

Section 3 – Owner's Agent Information (Property Manager)

Name of Owner's Agent _____

Mailing Address _____ City _____ State & Zip _____

Phone _____ E-Mail _____

Emergency Contact/ After Hours Contact _____ Phone _____

Section 4 – Rental Information

1. Proposed date for start of rental license: _____ Currently Occupied OR Vacant

2. Reason for Rental Application: New Rental OR Existing Rental

3. I would like all rental renewals and correspondence for this property sent to: (check one) Owner OR Property Manager/Agent

FEE SCHEDULE:

License fee- Up to 2 Units	\$100.00
License fee- Each additional unit above 2	\$55.00
License fee- Each Additional unit above 2 (Multi-Family Crime Free)	\$25.00
Late fees- License renewal filed or paid after deadline- up to 2 units	\$150.00 (additional \$5 per unit after initial 2)
(Late fees are in addition to all base license fees)	

1st & 2nd Unit \$ 100.00 (A)

Additional units at \$ _____ each additional unit x _____ units = _____ (B)

Late Fees= _____ (C)

Total Fee Due \$ _____ (A+B+C)

By signing below, it confirms with the City of Sartell that you have read, agree and understand the following information:

Rental Fees and License Information: Thank you for your interest in obtaining a rental license. After our office has received a completed application and fees, you will be notified if further information or an inspection is required. Otherwise, a rental license will be issued within 30 days.

Inspections: By applying for this license, I understand and agree that the subject rental property may be inspected by the city Housing Inspector in accordance with Chapter 9 Section 4-9-4 E of said code. City staff will make reasonable accommodations when scheduling inspections however inspections must occur during regular business hours. 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 multiple follow-up inspections will assessed a \$75.00 re-inspection fee. **All inspections and reinspection’s should be completed by April 30 of the rental year.**

Duration: *All rental renewal applications and fees must be submitted or postdated by December 1st each year.* Rental Licenses expire on December 31st. No license shall be renewed unless the rental property conforms to the Sartell City Code and the laws of the State of Minnesota.

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>

Building Permits: Building permits are required for most alterations to rental properties. Please contact the Building Inspections Department with permit questions (320-258-7302).

Ability to Contact: The information you provide on this application will be used to contact, notify and inform licensees of rental property related issues or responsibilities. An applicant or licensee must notify the City in writing within fourteen (14) calendar days after any change to the information contained in the Application.

Utility Bill: I understand that if my tenant at any time does not stay current with their Sartell utility bill, I will be responsible for payment in full of that utility bill.

Sartell Crime Free Multi-Housing: If multifamily rental properties wish to fully participate in the Sartell Crime Free Multi-Housing program, they may qualify for a rental fee reduction. A Multi-Family Rental Property will pay the full rental license fee for its initial rental license and will receive a credit refund from the City if they complete all requirements for the crime free multi-family housing program discount within 90 days of issuance of a certificate of occupancy for the Property. If all requirements are not completed within said 90-day period, the Property will not receive a refund and Property will then need to meet renewal license requirements as specified hereafter to achieve rental fee reduction in future years. For rental license renewals, a Multi-Family Rental Property shall not be eligible for a rental fee reduction unless: i) the rental license renewal applications for the current licensing year was filed on time; ii) the rental license fee for the current licensing year was paid on time; and, iii) **the licensee has completed all requirements of the Sartell Crime Free Multi-Housing program by October 1st of the year in which the rental license renewal application is being submitted.** If you have any questions regarding your Crime Free status you may call the Sartell Police Department (251-8186).

Please return this application & fees to: Sartell Public Safety Facility, Attn: Rentals, 501 Pinecone Rd S, Sartell, MN 56377. To schedule a Rental Inspection please call 320-267-3409.

The applicant certifies that they have read, understand, and agree with all of the information provided in this application and further certifies that the information provided is true and correct and that providing false information will result in denial of the application.

Applicant (Print Name)

Signature Date

<u>Office Use Only</u>	
Date Received: _____	Rental Year: _____
Amount Received: _____	Check/CC: _____

Use this sheet to list all building addresses associated within the same complex you are applying for. Each building listed must have the same parcel ID, if not a separate application must be completed.

Rental Property Address: _____ Parcel ID Number: _____

Name of Complex: _____ Number of Buildings: _____

Number of Units : _____ Fees : _____

Rental Property Address: _____ Parcel ID Number: _____

Name of Complex: _____ Number of Buildings: _____

Number of Units : _____ Fees : _____

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