



515 East Little Canada Road, Little Canada, MN, 55117

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www.littlecanadamn.org

# Rental Housing License Application

License period: October 1, 2022 thru September 30, 2023

**Property Information:** License Type:  New  Renewal

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

Type of Property:  Single Family  Townhome  Condominium (unit # \_\_\_\_\_)

Duplex \*       Triplex \*       Fourplex \*

# \_\_\_\_\_      # \_\_\_\_\_      # \_\_\_\_\_      # \_\_\_\_\_

# \_\_\_\_\_      # \_\_\_\_\_      # \_\_\_\_\_      # \_\_\_\_\_

# \_\_\_\_\_

\* Owners of duplex•triplex•fourplex properties, list the individual address number for each rental unit. This helps with the inspection process.

Property is no longer a rental: \_\_\_\_\_ owner occupied      \_\_\_\_\_ property sold (date: \_\_\_\_\_)

**Owner Information** Is owner:  an individual or  business entity

Name: \_\_\_\_\_

Business Name (if applicable): \_\_\_\_\_

Mailing Address: \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

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

Contact Phone: \_\_\_\_\_ Alternate Phone: \_\_\_\_\_

**Property Manager/Agent: (if not the owner)**

Contact Name: \_\_\_\_\_ Company Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

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

Office Phone: \_\_\_\_\_ Alternate Phone: \_\_\_\_\_

**License & Renewals to be sent to:**  Owner \_\_ mail or \_\_ e-mail       Property Manager/Agent \_\_ mail or \_\_ e-mail

**Emergency 24 hour contact information:**

Name: \_\_\_\_\_ Contact Phone: \_\_\_\_\_

**EXEMPTION: No Fee Required**

Group Home • State License # \_\_\_\_\_ . Number of residents \_\_\_\_\_ . Submit this completed application.

Family • Submit a completed Affidavit of Exemption form. License application not needed.

|                            |                         |  |                                |
|----------------------------|-------------------------|--|--------------------------------|
| <b>FOR OFFICE USE ONLY</b> | <b>RECEIVED</b>         | <b>INSPECTION</b>                          | <b>LICENSE ISSUED</b>          |
|                            | AMOUNT PAID<br>\$ _____ | Completion Date: _____<br>Inspector: _____ | Date: _____<br>License # _____ |

### Applicant Agreement

- I understand Little Canada City Code chapter 3200, regarding rental licensing, and understand I am subject to the requirements contained therein, in addition to other city ordinances.
- I understand the rental property must pass a rental property inspection conducted by the City Housing Inspector and must maintain the property in accordance with City Ordinance.
- The Owner or Owner's Property Manager listed on the application must be present during the inspection.
- I understand that rental licenses are NOT transferable and new owner(s) must apply for a new license.
- I understand that the City must be notified in writing of any change of information on this application.
- Rental Properties consisting of three or more dwelling units must conspicuously post the current license or certificate in the main entryway or office.
- Rental properties that have delinquent utility charges will have those utilities certified to their property taxes. Property owners can request to have a duplicate utility bill mailed to them by calling 651-766-4038.
- I am required to maintain a current register of all tenants, which will be made available to City official upon request.
- I understand that the tenant lease must include a **Crime Free/Drug Free Addendum**.
- **Detector Certification:**  
By signing this application, I hereby certify that the smoke and carbon monoxide detectors are properly installed and maintained. Have explained to renter the operation and action to take when alarm sounds or low battery tone occurs.
- **Tenant Screening Certification:**  
By signing this application, I hereby certify that there is a screening program used during the approval process of each tenant as a means of ensuring that quality tenants occupy the rental dwelling as required by Little Canada Ordinance #3200.040.I.
- **General Certification:**  
By signing this application, I hereby certify that the information contained here is true to the best of my knowledge. I further authorize the City and its officials or designees to investigate all facts set out in this application. I understand that the purpose of permitting the City to have access to this information is to determine my suitability for issuance of a Rental License in the City of Little Canada. I further understand that I am not legally required to supply the requested data, but that by refusing to comply, my license application may be denied.

Applicant Printed Name \_\_\_\_\_

Applicant Signature \_\_\_\_\_ Date \_\_\_\_\_

Check one:  Owner  Property Manager/Agent

### FEES:

\$ 60 • Single Family Home/Townhome (entire home or shared living space/boarder)

\$ 60 • Condominium Unit

\$ 60 per building + \$10 per rental unit • Duplex/Triplex

\$105 per building + \$10 per rental unit • Fourplex

- Rental fees include the initial inspection and one re-inspection. Additional inspections will be charged \$45 per time.
- Rental fees are not prorated.
- Incomplete applications will be returned.
- **Make checks payable to *City of Little Canada*.**

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