

Rental License Application

For office use only: License No. _____	PID No. _____
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RENTAL ADDRESS	
COMPLEX NAME: <small>(if multi-family)</small>	RENTAL ADDRESS:
DWELLING UNIT INFORMATION	
Type of dwelling: ___ single family ___ twin home ___ townhome ___ apartment	
# of buildings: _____	total # of units: _____

RENTAL PROPERTY OWNER INFORMATION			
OWNER NAME:	DATE OF BIRTH:	PHONE:	
ADDRESS:	CITY:	STATE:	ZIP:
TAX ID/SSN:	EMAIL ADDRESS:		

MANAGER CONTACT INFORMATION (if other than owner)			
CONTACT NAME:	DATE OF BIRTH:	PHONE:	
ADDRESS:	CITY:	STATE:	ZIP:
	EMAIL ADDRESS:		

The undersigned hereby applies for a rental dwelling license and acknowledges receipt of a copy of City Ordinance Chapter 12-900; acknowledges the provisions of the Building Maintenance and Occupancy Code have been reviewed; and attests the subject premises will be operated and maintained according to the requirements contained therein, subject to applicable sanctions and penalties. The undersigned further agrees the subject premises may be inspected by the compliance official as provided in Chapter 12-900 of said ordinance. The undersigned hereby certifies that the above information is true and correct to the best of their knowledge:

Applicant Signature: _____ **Date:** _____

Your property must pass a City of Coon Rapids rental property inspection conducted by a *Housing Inspector* before a rental license is issued. An inspection time will only be scheduled *after* Neighborhood Reinvestment Division staff have received and reviewed all five items listed on the 'Licensing of Rental Property Application Checklist.'
Rental property inspections are performed Monday through Friday between 9:00 a.m. and 3:00 p.m.

Rental License Application

Applicant must initial each section and sign at the bottom.

By initialing each section you are acknowledging an understanding of key provisions of City Ordinance Chapter 12-900 regarding the Licensing of Rental Property.

1. _____ I understand that by owning rental property in Coon Rapids, I am operating a business in a residential zone of the city.
2. _____ I have received a copy of City Ordinance Chapter 12-900, Licensing of Rental Dwellings, and understand I am subject to the requirements contained therein.
3. _____ I or my manager has attended or is scheduled to attend a *Crime Free Rental Housing Phase 1* training or its equivalent (12-915).
4. _____ I understand the rental property must pass a rental property inspection conducted by a City Housing Inspector, and must continue to maintain the property accordance with provisions of 12-914.
5. _____ I understand I must screen all potential tenants by using a written rental application which contains sufficient information to conduct a Criminal Background check and a Credit History check (12-903).
6. _____ I must use a written lease for all tenants (12-903).
7. _____ In addition to a written lease, I understand my tenants must also sign a "Lease Addendum for Crime-Free/Drug-Free Housing" (12-903).
8. _____ I understand the City will conduct a Criminal Background Investigation on the Property Owner consistent with the provisions of 12-904.
9. _____ I understand I must provide 24 hour contact information for a person who resides within the twin city metropolitan service area who is responsible for code compliance of the rental property. This person will be either the owner or manager of the property (12-903).
10. _____ I understand the City Manager may deny or not renew a license and the City Council may revoke or suspend a rental license for failure to address any tenant or property issues as provided for in 12-916.
11. _____ In addition to any other sanctions or administrative penalties, it is a Misdemeanor to operate a rental dwelling in the City without a license for each building (12-921).
12. _____ I understand my rental license is not transferrable (12-905).
13. _____ I understand my rental license must be renewed annually (12-907).

The undersigned acknowledges that this is a partial listing of provisions within City Ordinance Chapter 12-900, and that a complete understanding of the ordinance can only be had by thoroughly reading it in its entirety. The purpose of providing this list is to address questions frequently asked by license applicants.

Applicant Signature: _____

Date: _____