



Licensing of Rental Property Application Checklist

Your rental application will not be accepted in parts. You must submit all items IN PERSON at the Building Inspections counter located in City Hall BEFORE city staff will begin the process of licensing your rental property.

- Item 1** Rental License Application.
- Item 2** Tax Identification form
- Item 3** Minnesota's Workers' Compensation Liability Certificate of Compliance
- Item 4** Criminal Background Investigation form (both pages) for each spouse and any other owner listed on the property title if this is your first rental license in Coon Rapids.
- Item 5** Crime-Free Multi-Housing Phase 1 certificate (sometimes called Crime-Free Rental Housing Phase 1 certificate) for you or your agent OR a registration confirmation for you or your agent to attend an upcoming eight-hour training to earn a Crime-Free Multi-Housing Phase 1 certificate.
- Item 6** Payment of all applicable license fees (see fee schedule).
- Item 7** Present a government issued picture identification (usually a Driver's License) for each spouse and any other owner listed on the property title at the time of submitting the rental application. The ID will be photocopied and attached to the Criminal Background Investigation form(s).

Office hours for the Housing Programs Division are Monday through Friday, 8 a.m. – 4:30 p.m. If you have any questions, please call the Housing Inspector at 763-767-6575. Additional forms can be found on the City of Coon Rapids website – <http://www.coonrapidsmn.gov/703/Rental-Properties>

Incomplete applications will be returned, along with any payment submitted.



Rental License Application

Government Data Practices Act – Tennessen Warning: The data you supply on this form will be used to process the rental license for which you are applying. You are not legally required to provide this data, but we will be unable to process the rental license without it. The data will constitute a public record if and when the rental license is granted.

Rental Property Address: _____

For Multi-Family, name of Complex: _____ New Build Existing

Number of Units: _____ Number of Buildings: _____ Type: Single Family Townhome Twin Home Apartment

Property Owner Information – list ALL owners, attach additional sheet, if more space is needed (Required)		Local Agent is required if owner does not live within 50 miles of this rental property
Property Owner Name:	Spouse/Co-Owner:	Agent – Not owner information:
Date of Birth:	Date of Birth:	Date of Birth:
Phone:	Phone:	Phone:
Mailing Address:		Mailing Address:
City, State, Zip:		City, State, Zip:
Email address:		Email address:

Please read and initial each section of key provisions of City Ordinance Chapter 12-900 Licensing of Rental Property

- _____ I understand that by owning rental property in Coon Rapids, I am operating a business in a residential zone of the city.
- _____ 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.
- _____ I have, or my agent has, attended or is registered to attend a **Crime-Free Multi-Housing Phase 1** training or its equivalent (12-915).
- _____ I understand the rental property must pass a rental property inspection conducted by a City Housing Inspector, and I must continue to maintain the property accordance with provisions of 12-914.
- _____ 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).
- _____ I must use a written lease for all tenants (12-903).
- _____ In addition to a written lease, I understand my tenants must also sign a "Lease Addendum for Crime-Free/Drug-Free Housing" (12-903).
- _____ I understand the City will conduct a Criminal Background Investigation on the Property Owner(s) consistent with the provisions of 12-904.

- _____ I understand I must conduct a Criminal Background Investigation on any agent or manager working on my behalf, now or in the future, per MN Statute 299C.66 – the "Kari Koskinen Manager Background Check Act"
- _____ 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 agent of the property (12-903).
- _____ 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.
- _____ 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).
- _____ I understand my rental license is not transferrable (12-905).
- _____ I understand my rental license must be renewed annually (12-907).

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:

Signature: _____ Date: _____



Licensing of Rental Property Tax Identification

Under Minnesota Law (M.S. 270C.72) the agency issuing you this license is required to provide to the Minnesota Commissioner of Revenue your Minnesota business tax identification number or the Social Security number of each license applicant.

Under the Minnesota Government Data Practices Act and the Federal Privacy Act, we must advise you:

- This information may be used to deny the issuance, renewal or transfer of your license if you owe the Minnesota Department of Revenue, or any other Department of Revenue in the United States, delinquent taxes, penalties or interest.
- The licensing agency will supply this information only to the Minnesota Department of Revenue. However, under the Federal Exchange of Information Act, the Department of Revenue is allowed to supply this information to the Internal Revenue Service.
- Failing to supply this information may jeopardize or delay the issuance of your license or processing your renewal application.

Rental Property Address: _____

Please print clearly

Sole Proprietors Only	Partnerships, LLCs, Corporations, etc.
#1 Owner Name	Business Name
#1 Owner Social Security Number	Minnesota Tax ID Number
#2 Owner Name	Federal Tax ID Number
#2 Owner Social Security Number	
#3 Owner Name	If a Minnesota Tax ID Number is not required, please explain:
#3 Owner Social Security Number	

MINNESOTA STATUTE

270C.72 TAX CLEARANCE; ISSUANCE OF LICENSES.

Subd. 4. Licensing authority; duties.

All licensing authorities must require the applicant to provide the applicant's Social Security number and Minnesota business identification number on all license applications. Upon request of the commissioner, the licensing authority must provide the commissioner with a list of all applicants, including the name, address, business name and address, Social Security number, and business identification number of each applicant. The commissioner may request from a licensing authority a list of the applicants no more than once each calendar year.

Signature: _____ Date: _____



Licensing of Rental Property Minnesota's Workers' Compensation Liability Certificate of Compliance

Minnesota Statute, Section 176.182 requires every state and local licensing agency to withhold the issuance or renewal of a license or permit to operate a business or engage in an activity in Minnesota until the applicant presents acceptable evidence of compliance with the workers' compensation insurance coverage requirement of Chapter 176.181. The information required is: the name of the insurance company, the policy number, and dates of coverage or the permit to self-insure. This information will be collected by the licensing agency and retained in their files.

This information is required by law, and licenses and permits to operate a business may not be issued or renewed if it is not provided and/or is falsely reported. Furthermore, if this information is not provided or falsely stated, it may result in a \$2,000 penalty assessed against the applicant by the Commissioner of the Department of Labor and Industry.

Property Owners: If you have no employees, but contract with an independent agent to manage your rental property, you are not required to have workers' compensation insurance. This form is required to be submitted with all rental applications and rental license renewals whether or not you have workers' compensation insurance.

Please print clearly

Rental Property Address: _____

I have Workers' Compensation Insurance	I do not have Workers' Compensation Insurance
Insurance Company Name	<input type="radio"/> I have no employees
Insurance Company Phone Number	<input type="radio"/> I am self-insured (include permit to self-insure)
Insurance Policy Number	<input type="radio"/> I have no employees who are covered by the workers' compensation law (these include: spouse, parents, children)
Dates of Coverage	
Rental Business Name	

MINNESOTA STATUTE

176.182 BUSINESS LICENSES OR PERMITS; COVERAGE REQUIRED.

Every state or local licensing agency shall withhold the issuance or renewal of a license or permit to operate a business in Minnesota until the applicant presents acceptable evidence of compliance with the workers' compensation insurance coverage requirement of section 176.181, subdivision 2, by providing the name of the insurance company, the policy number, and dates of coverage or the permit to self-insure. The commissioner shall assess a penalty to the employer of \$2,000 payable to the commissioner for deposit in the assigned risk safety account, if the information is not reported or is falsely reported.

I certify that the information provided above is accurate and complete and that a valid worker's compensation policy will be kept in effect at all times as required by law.

Signature: _____ Date: _____



Licensing of Rental Property Criminal Background Investigation

City Code 12-904 Requires a criminal background investigation be conducted on the Property Owner listed on the Rental License Application. **Please submit Criminal Background Investigation forms for each spouse and any other owner listed on the property title**

Rental Property Address: _____

Please print clearly

First Name	Middle Name	Last Name	Date of Birth
Home Address			
City	State	Zip Code	Daytime Phone Number

Have you ever been convicted of a crime; Felony, Gross Misdemeanor or Misdemeanor?

Yes
 No

If yes, list the location, nature of the offense, and the disposition: _____

CITY CODE

12-904 INVESTIGATIONS.

(1) For all new applications, a criminal background investigation will be conducted on the Property Owner listed on the application. If the property is owned by more than one individual the City may request additional information from the license applicant regarding all Property Owners. If the Property is owned by a business entity the City may request additional information regarding all officers, managers, or directors, and may conduct additional background investigations as it deems necessary. The applicant shall pay a background investigation fee for each background investigation conducted.

(2) For renewal applications, background investigations are not required and no background investigation fee shall be required, however, the Police Department or other City Staff may conduct a background investigation at its sole discretion.

I understand that the City has the need to investigate my background and history in order to better evaluate my rental license application. I authorize any law enforcement official and any other person to furnish information regarding my criminal background to the City, and to permit the City to inspect and make copies of any such information. I further authorize any such persons to answer any questions concerning my criminal background. I fully understand that the information so obtained by the City may be used in the evaluation of my rental license application.

I hereby release any person who complies with this authorization and provides information from any and all liability for having done so.

Signature: _____ Date: _____

For office use only:	Date Received _____
<input type="checkbox"/> Make and attach a photocopy of the government issued ID shown by the applicant.	
<input type="checkbox"/> The \$45.00 Background Investigation fee has been paid: <input type="checkbox"/> Cash <input type="checkbox"/> Check <input type="checkbox"/> Credit Card	



Licensing of Rental Property Minnesota Bureau of Criminal Apprehension Computerized Criminal History (CCH) Data Request

The following information is necessary for the Police Department to properly identify the applicant for the required criminal background investigation. This information will be retained only by the Police Department, as required by law, and will not be included in any investigative report submitted to the City Council or representatives, and will not become a part of the public record or released to the public except as required by law.

Please print clearly

First Name	Middle Name	Last Name	Date of Birth
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Male

Female

Race: _____

Note that "Race" cannot be left blank by the applicant. We are required to collect race data, as provided by the applicant, to perform a Computerized Criminal History.



Earning a Crime-Free Multi-Housing Phase 1 Certificate

To attend a Coon Rapids Crime-Free Phase 1 course:

Coon Rapids Police Department typically offers the Crime-Free Multi-Housing Training twice per year. Register online at: coonrapidsmn.gov/262/Crime-Free-Multi-Housing

To attend a Crime-Free Phase 1 course offered by another city:

Other cities throughout Minnesota offer Crime-Free Multi-Housing Phase 1 (sometimes also called Day 1) certification. **For those dates and locations visit** <http://www.mncpa.net>.

If you choose to attend a class offered by another city, you must contact *that city* to register.

Once you have registered, you must provide a copy of the registration confirmation to the address below.

After the class, you must send a copy of the completion certificate to:

City of Coon Rapids
Attn: Tracy Smestad
11155 Robinson Drive
Coon Rapids, MN 55433
TSmestad@coonrapidsmn.gov
Fax: 763-767-6514
Phone: 763-767-6575

Please be sure to include your rental property address with all correspondence so we can record it appropriately.

LEASE ADDENDUM FOR CRIME-FREE/DRUG-FREE HOUSING

In consideration of the execution or renewal of a lease of the dwelling unit identified in the lease, Owner and Resident agree as follows:

1. Resident, any members of the resident's household or a guest or other person under the resident's control **shall not engage in illegal activity, including drug-related illegal activity, on or near the said premises.** "Drug-related illegal activity" means the illegal manufacture, sale, distribution, purchase, use or possession with intent to manufacture, sell, distribute, or use of a controlled substance (as defined in Section 102 or the Controlled Substance Act [21 U.S.C. 802]) or possession of drug paraphernalia.
2. Resident, any member of the resident's household or a guest or other person under the resident's control **shall not engage in any act intended to facilitate illegal activity,** including drug-related illegal activity, on or near the said premises.
3. Resident or members of the household **will not permit the dwelling to be used for, or to facilitate illegal activity,** including drug-related illegal activity, regardless or whether the individual engaging in such activity is a member of the household.
4. Resident or members of the household will not engage in the manufacture, sale, or distribution of illegal drugs at any locations, whether on or near the dwelling unit premises or otherwise.
5. Resident, any member of the resident's household, or a guest or other person under the resident's control **shall not engage in acts of violence or threats of violence,** including but not limited to the unlawful discharge of firearms, prostitution, criminal street gang activity, intimidation, or any other breach of the rental agreement that otherwise jeopardizes the health, safety or welfare of the landlord, his agents or tenants.
6. **VIOLATION OF THE ABOVE PROVISIONS SHALL BE A MATERIAL VIOLATION OF THE LEASE AND GOOD CAUSE FOR TERMINATION OF TENANCY.** *A single violation of any of the provisions of this added addendum shall be deemed a serious violation and material non-compliance with the lease.*

It is understood and agreed that a single violation shall be good cause for termination of the lease. Unless otherwise provided by law, proof of violation shall not require criminal conviction, but shall be by the preponderance of the evidence.

7. In case of conflict between the provisions of this addendum and any other provisions of the lease, the provisions of the addendum shall govern.
8. This LEASE ADDENDUM is incorporated into the lease executed or renewed this day between Owner and Resident.

(Resident)

(Resident)

(Resident)

(Resident)

Date signed: _____

Date signed: _____

(Management)

Resident(s) acknowledge receipt of this addendum by signature of this document.



Licensing of Rental Property Fee Schedule

<input type="checkbox"/>	This is a property I am converting from owner occupied to a rental. If this property was not previously licensed as a rental property you must pay a one-time conversion fee. This fee includes the first year rental license fee and inspection fee.	\$500
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<input type="checkbox"/>	I have purchased a rental property in Coon Rapids that is currently licensed by someone else and wish to continue to operate that property as a rental business. Rental licenses for a property are not transferrable to a new owner. The new owner must pay the license and inspection fees to obtain a new Rental Property License. All properties are allowed one follow-up inspection at no additional cost. Any “no shows” or additional re-inspections will be charged a re-inspection fee of \$75. To calculate the number of units inspected: <ul style="list-style-type: none">• A building with 10 or fewer units: 50 percent of the units will be inspected, with a minimum of two units.• A building with 11 to 24 units: 33 percent of the units will be inspected, with a minimum of five units.• A building with 25 or more units: 25 percent of the units will be inspected, with a minimum of 10 units.	\$115/bldg + \$50/bldg + \$25/unit inspected
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<input type="checkbox"/>	I am renewing an existing rental license and it is not an inspection year. There has not been a change in ownership, and the property is not due for a rental property inspection by a City of Coon Rapids Housing Inspector.	\$115/bldg
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<input type="checkbox"/>	I am renewing an existing rental license and it is an inspection year. There has not been a change in ownership, and the property is due for a rental property inspection by a City of Coon Rapids Housing Inspector. All properties are allowed one follow-up inspection at no additional cost. Any “no shows” or additional re-inspections will be charged a re-inspection fee of \$75. To calculate the number of units inspected: <ul style="list-style-type: none">• A building with 10 or fewer units: 50 percent of the units will be inspected, with a minimum of two units.• A building with 11 to 24 units: 33 percent of the units will be inspected, with a minimum of five units.• A building with 25 or more units: 25 percent of the units will be inspected, with a minimum of 10 units.	\$115/bldg + \$50/bldg + \$25/unit inspected
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<input type="checkbox"/>	Neither I, my spouse, nor my agent (if applicable) have ever completed an 8 Hour “Crime-Free Multi- Housing Training”. This is the registration fee to attend a course offered by the City of Coon Rapids. Registration and payment is completed online only. If the Coon Rapids date does not work, you must attend the class offered in another city and pay that city’s fee.	\$40
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<input type="checkbox"/>	I have never possessed a Rental Property License for any property in Coon Rapids. If this is the first time you have licensed a rental property in Coon Rapids, you must pay the criminal background investigation fee for each spouse and any other owner listed on the property title, and your agent, if applicable.	\$45
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Licensing of Rental Property Water & Sewer Utility Billing

City Code 13-304 requires water and sewer utility billing to be the responsibility of the property owner. As the owner and landlord, it is up to you to ensure the utility bill is paid, but you can also determine whether you include this utility bill as part of your lease agreement with your tenant. Unpaid utility bills will be assessed to the property taxes.

- Certification of unpaid utilities is for the water/sewer usage of July to July. The certification process begins in September and is sent to Anoka County in early November of every year. This assessment is not like others; you cannot pay it off at Anoka County. It will be spread out over the entire 12 months of the following year. The assessment includes the unpaid utility bill amount, fees, and interest.
- "Final Reads" when tenants move out are not available. It is the owner's responsibility to "Pro-Rate" the first month and last month utility bills for tenants if the tenant change happens other than at a regular meter read time.
- Owners receive the original bill and a generic copy can be sent to the property, upon request, for a tenant to reference when paying the bill. Only two bills are allowed per household.
- Tenants may use the online payment system but are not encouraged to sign up for electronic billing. Electronic billing will stop all paper bills from being sent, including the owner's copy.

Contact Utility Billing, 763-767-6438, utilitybill@coonrapidsmn.gov, with any questions or to receive information such as:

- Average utility billing for household size
- Obtain the quarterly water usage at the property
- Information on payment history
- When the water meter is scheduled to be read

CITY CODE

13-304 - OWNER RESPONSIBILITY.

All provisions of this Chapter, wherein the term "user" or "consumer" is used, shall be construed as including the owner of the premises served. All billings for utility services shall be made to the owner-occupant of the property served. Each owner of premises using City water shall be deemed to have agreed, and any delinquencies in the payment of the water usage on said premises shall be a lien and charged against the premises so served regardless of whether the same be a homestead or not. Said lien shall be reported to the Division of Property Records and Taxation by the City Assessor from time to time and in the same manner as other taxes are collected. [Revised 12/17/96, Ordinance 1592]