

Pre 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.

Licensee Information(Owner):

Licensee Name(Owner): _____

License Address(Rental): _____

Email: _____ Phone: _____ Fax: _____

Cell Phone: _____ Mailing Address is same as License Address

Mailing Address: _____
Street City State Zip

Applicant Information: Same as Licensee

Name: _____

Address: _____
Street City State Zip

Email: _____ Phone: _____

Property Manager Information: If the owner lives over 45 miles from St. Cloud, then a property manager/agent must be listed below and live within 45 miles of St. Cloud. The property manager/agent below is authorized to order repairs and/or service to the building.

Name: _____

Address: _____
Street City State Zip

Email: _____ Cell Phone: _____ Phone: _____

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

Reason for application: New rental (existing structure) New rental (new structure) Existing rental (owner transfer)

I would like rental renewals for this property sent to: (check one) Owner Property Manager/agent

***New applicants must complete Rental Property Training within six months of application. There is no additional fee for Rental Property Training.

Enclose:

Pre-rental inspection fee of **\$150.00 and is made payable to the City of St. Cloud. Credit card payments are accepted at City Hall or by phone 320-255-7214.

I understand that it is my responsibility to submit all required fees and obtain all necessary approvals prior to licensing.

Relationship of applicant to property check all that apply: Owner Property Manager Other _____

Signature _____ Printed name _____

Office Use Only

Date: _____ Receipt : _____ Amount Received: _____ Received By: _____ CV Fee: YES NO

TRAKIT #: _____ Type: _____ # Bedrooms: _____ Area: _____ Pre Rental Insp: _____

Final Insp: _____ Final App Mailed: _____ Date Due: _____ Date Final App Paid: _____

Rental Fees and License Information

Thank you for your interest in obtaining a rental license. Completion of the Pre Rental License Application is your first step toward obtaining licensure. After a completed application is received by our office, you will be contacted to arrange a property inspection. If there are items noted during the inspection that are not in compliance with city ordinances, they must be corrected prior to the issuance of a license. The Pre Rental Inspection fee for all rental license applicants is \$150.00 which is not applied toward your license fee.

After the property has been determined to be in compliance with city ordinances a license application, workers compensation form, and tax identification form will be sent to you indicating the rental license fee due. Payment will be due within **15 days** after the license application is mailed. Once the payment and completed forms are received a license will be issued.

License Fees:

- Non-owner occupied properties are \$161.00 for the first unit and \$22.00 for each additional unit.
- Owner occupied properties are \$76.00 for the first unit and \$22.00 for each additional unit.
- Rental fees are not prorated.
- Included in all annual license fees is a \$6.00 Rental Property Training fee per unit.

Note: Dwellings not licensed as a rental property in the previous 12 months are subject to a \$500 rental conversion fee which, is in addition to the pre rental inspection fee and annual license fee.

Transfers: Every new owner of a rental property will apply for license transfer within 10 days. Rental transfers are not exempt from the \$150 pre rental fee or the license fee. The Health and Inspections staff will conduct an inspection of the property within 30 days of a rental license transfer. The license can be revoked if an inspection is not scheduled.

Duration: Licenses expire on December 31st, renewal notices will be sent and fees will be due on December 1st each year.

Inspections: 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. Properties that require multiple follow-up inspections will be assessed an \$80 inspection fee.

Required Rental Training Program: This program is administered through the Crime Prevention Unit of the St. Cloud Police Department. Please contact them with program questions at 320-345-4182. Registration is required within 6 months of application, <http://ci.stcloud.mn.us/675/Rental-Training-Program>.

Landlords and Tenants: Rights and Responsibilities: Certain rights and duties apply to landlords and tenants everywhere in Minnesota. This handbook attempts to explain those rights and duties. It is available online or by request, <https://www.ag.state.mn.us/brochures/pubLandlordTenants.pdf>.

Refuse Carts: Contact Public Works at 320-650-2900 to obtain a refuse cart.

Building Permits: Building permits are required for most alterations of rental properties. Contact the Building Safety Department with permit questions at 320-255-7239.

Ability to Contact: The information you provide on this application will be used to contact, notify and inform licensees of rental property related responsibilities. **Keep your contact information current.**

Notify Me: Use the "Notify Me" button on the city website to subscribe and receive license related notifications.