



RENTAL LICENSE APPLICATION – APARTMENT

CODE ENFORCEMENT 763-923-7196

Government Data Practices Act – Tennesen 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.

CITY CODE - SEC. 30-23. LICENSE: No person shall operate a rental dwelling or rental dwelling unit without first obtaining a license.

CITY CODE - SEC. 30-23 (D): A rental license is non-transferrable and shall expire on the date of ownership transfer.

RENTAL PROPERTY INFORMATION

ADDRESS _____

PROPERTY ID # _____

NUMBER OF HOUSING UNITS _____

NUMBER OF BEDROOMS BY UNIT:

PROPERTY OWNER INFORMATION

NAME _____

DATE OF BIRTH _____

MAILING ADDRESS _____

CITY, STATE, ZIP _____

PHONE NUMBER _____

EMERGENCY NUMBER _____

EMAIL _____

PROPERTY MANAGEMENT/AGENT INFORMATION

(REQUIRED IF OWNER DOES NOT LIVE WITHIN 50 MILES OF RENTAL PROPERTY)

BUSINESS NAME _____

CONTACT NAME _____

MAILING ADDRESS _____

CITY, STATE, ZIP _____

PHONE NUMBER _____

EMERGENCY NUMBER _____

EMAIL _____

CITY OF CHAMPLIN

LICENSE APPLICANT ACKNOWLEDES THE FOLLOWING FOR: LICENSE PERIOD FEBRUARY 1 THROUGH JANUARY 31

Initial **In Receipt of Rental Housing Ordinance**

Initial **In Receipt of Property Maintenance Code 2006**

Initial **It's the license applicant's responsibility to notify the City in writing of any:**
 Change in agent's identity
 Change in Mailing addresses
 Any other changes in information on application

Initial **License applicant acknowledges any notice given by the City to license holder will be served by 1st class mail and will be sent to the most recent address of owner or agent on file.**

Initial **Sec. 30-32 Penalties: A violation of provisions of this article is a misdemeanor. Such violations shall also be the basis for civil actions by the City as provided for in this article.**

Initial **Sec. 30-33 No Retaliation: It shall be a violation of this article to retaliate in any manner against a tenant or occupant for reporting or in any manner participating in the enforcement of this article**

Initial **Sec. 30-23 Tenants must sign a "Lease Addendum for Crime Free/Drug Free housing" Licensee upon request must show proof of maintaining the document required.**

Initial **Sec. 30-23 Licensee or agent must attend Crime Free Multi Housing training. Certification proving completion of this course must be provided with in one year of issuance of new license or renewing a license.**

FEE SCHEDULE

Annual Fee: \$100.00 per apartment building, plus \$15.00 per unit
(Example: 10-unit apartment building = \$250 license fee)

Missed Appointments: \$100.00

Re-Inspections Over Initial Follow-up: \$100.00

Non-Renewal Fee: \$50.00 for every 30 days late

License Effective Dates: February 1 - January 31

If converted to rental or under new ownership after August 1st, the license fee is prorated to half the annual license amount.

Submit Checks Payable To: City of Champlin

APPLICANT AFFIDAVIT: I hereby attest to the truth and accuracy of the information contained on this application.

Signature of Owner/Agent **Date** _____

RETURN TO: City of Champlin, 11955 Champlin Drive, Champlin, MN 55316

Attach additional paperwork as needed to complete application.

Failure to license rental property is a misdemeanor