



# City of South St. Paul

Office of the City Clerk  
125 Third Avenue North, South St. Paul, MN 55075  
Phone: (651) 554-3204 Fax: (651) 554-3201

### For Office Use Only

License # \_\_\_\_\_ Amount Paid: \$ \_\_\_\_\_  
Applicant # \_\_\_\_\_  
Inspection Dated: \_\_\_\_\_ Type: TOS or Rental (circle)  
Inspection Expires: \_\_\_\_\_

## Rental Property License Application

Rental License Fee Worksheet	Amount Due
<input type="checkbox"/> Initial Application: \$50 administration fee	\$ _____
<input type="checkbox"/> Background Investigation Fee: \$25.00	\$ _____
<input type="checkbox"/> Single Family Dwelling (includes, Townhouse, Condo, Apartment, Mobile Home) - \$100.00	\$ _____
<input type="checkbox"/> Duplex—\$125	\$ _____
<input type="checkbox"/> Triplex—\$150	\$ _____
<input type="checkbox"/> Multi-Family Dwellings 4 or more units, \$50 Building Fee + \$30 per unit: # of Buildings x \$50.00= _____ + # of Units x \$30.00 _____ =	\$ _____
<b>Total Amount Due \$ _____</b>	

**Please complete all areas of application and submit along with payment and completed inspection final inspection. Processing of your license will be delayed if application is incomplete. License will be valid from the time of approval to May 31st. License must be renewed annually, after which the license will be valid from June 1st to May 31st.**

Property Address:

### Property Owner Information Send copy of License (\_\_\_) Send copy of Renewal (\_\_\_)

Full Name (First, Middle, Last):		Date of Birth:	Business Name, if applicable:
Street Address (P.O. Boxes Not Accepted):		City, State, Zip	
Home or Business Phone:	Cell Phone:	Fax Number:	
Email:	Driver's License No.:	State of Issuance:	
Minnesota law requires the City to obtain tax identification for all license applicants. If not provided, your application will not be processed. Federal Tax ID: _____ State Tax ID: _____ Social Security No.: _____			

### Management Company/Agent Designation Send copy of License (\_\_\_) Send copy of Renewal (\_\_\_)

**Management Company/Agent Designation: Required for property owners who reside more than 75 miles from the rental dwelling. If the property owner resides more than 75 miles from the rental dwelling unit, the owner MUST designate a Management Company/Agent Designation located within 75 miles of the rental dwelling.**

Agent Designation must include a name and verifiable contact information. The Designated Agent is responsible for the maintenance upkeep of the building and is legally empowered to receive service of notice of violation of City Code provisions, to receive orders, to institute remedial action to affect such orders, and to accept all service of process pursuant to law. The City must be notified in writing of any change of local agent. P.O. Boxes will not be accepted without proof of the current owner's address. Licensees are held responsible for the acts or omissions of their managers or local agents concerning the rental dwelling.

Name of Manager/Contact:	Second Contact (if applicable):
Street Address:	City, State, Zip
Home Phone:	Cell Phone:
Email	Fax:

**All questions must be completed in full in order to process your rental license application.**

I am applying for a \_\_\_\_\_ dwelling unit building for the property located at: \_\_\_\_\_

1. **The property is one dwelling unit structure?** \_\_\_\_\_ Yes \_\_\_\_\_ No **\*\* If you answer Yes, please go directly to #5.**

2. If this property is a multiple dwelling unit structure:

A. Has the property been legally rented out in the past (with a valid rental license) with the same number of dwelling units that you are proposing? \_\_\_\_\_ Yes \_\_\_\_\_ No \_\_\_\_\_ I don't know

*If answered "yes" to a, please also answer b:*

B. In the time since that valid rental license was issued, has the property ever been converted to have fewer dwelling units than what you are proposing? \_\_\_\_\_ Yes \_\_\_\_\_ No \_\_\_\_\_ I don't know

3. Each rental unit has been inspected in accordance with Article VII of Chapter 106 of City Code? \_\_\_\_\_ Yes \_\_\_\_\_ No

4. If you are seeking to rent out more units in this building than what was allowed through the most recently issued valid rental license, you will need to go through a zoning/building review to determine whether this is possible. If this building has not been rented out in the past with a valid rental license, you will also need to go through zoning/building review. You may not make any modifications to your building to create additional dwelling units without first going through the zoning review. Please answer the following to assist the Zoning Administrator and Building Official in completing the required zoning/building review:

A. The property has a width of 75 feet? \_\_\_\_\_ Yes \_\_\_\_\_ No

B. The property has an area of 9,000 square feet? \_\_\_\_\_ Yes \_\_\_\_\_ No

C. The property has a width of 7,500 square feet and was platted prior to May 1, 1967? \_\_\_\_\_ Yes \_\_\_\_\_ No \_\_\_\_\_ Unsure

D. The footprint of all dwellings and accessory buildings on the lot do not cover more than 35% of the lot area? \_\_\_\_\_ Yes \_\_\_\_\_ No

E. Each dwelling unit has a separate access to the outside of the dwelling or access to a common hallway or entryway? \_\_\_\_\_ Yes \_\_\_\_\_ No

F. Each dwelling unit has a separate bathroom, kitchen, and sleeping area? \_\_\_\_\_ Yes \_\_\_\_\_ No

G. Each dwelling unit has two (2) off-street parking spaces (in compliance with Article VII Chapter 188, Section 354) on the Property? \_\_\_\_\_ Yes \_\_\_\_\_ No

H. Are there doors leading directly between units? \_\_\_\_\_ Yes \_\_\_\_\_ No

I. Does the building have radiant or forced air heating? \_\_\_\_\_ Radiant \_\_\_\_\_ Forced Air \_\_\_\_\_ Other (please note heating source): \_\_\_\_\_

J. If you are converting the property to have additional units you will also need to provide pictures/documentation to verify that the items noted above have been completed in accordance with City Code and with the Minnesota State Residential Code.

5. \_\_\_\_\_ (print property owners name) certify that the responses provided above are correct to the best of my knowledge.

\_\_\_\_\_  
**(signature)**

**REQUIRED: ALL SECTIONS MUST BE COMPLETED**

**I. SOUTH METRO FIRE DEPARTMENT - FIRE DETECTOR AFFIDAVIT**

**Smoke Detector Inspection Affidavit**

- \_\_\_ Yes I have personally inspected and tested the smoke detectors on this property and all were found to be in place and in working order.
- \_\_\_ Yes I affirm that I have explained to an occupant of each dwelling the location and operation of each smoke detector, instructions describing the action to be taken when an alarm sounds, procedure for periodic testing, and contacting the owner when a low-battery tone, power light failure or an inoperative or defective smoke detector occurs.

**II. VIOLATIONS/REVOCATIONS**

- A) Have you, as the Applicant, ever been convicted of any felony, crime or violation of any ordinance, other than traffic? \_\_\_ Yes \_\_\_ No  
*If yes, give date, place and nature of conviction:* \_\_\_\_\_
- B) Have you ever had a license revoked or been issued a Provisional Rental License in another City? \_\_\_ Yes \_\_\_ No  
*If yes, list any and all Cities:* \_\_\_\_\_

**III. RENTAL PROPERTIES OWNED**

If you own other rental properties, please provide addresses of at least three properties:

- Street Address: \_\_\_\_\_, City: \_\_\_\_\_, State: \_\_\_\_\_
- Street Address: \_\_\_\_\_, City: \_\_\_\_\_, State: \_\_\_\_\_
- Street Address: \_\_\_\_\_, City: \_\_\_\_\_, State: \_\_\_\_\_

**IV. APPLICANT AGREEMENT**

- I have read and understand Article VII, Sections 106-230 to 106-247 of the City Code regarding rental licensing and understand that I am subject to all the requirements listed in addition to other city ordinances.
- I understand that all tenants must be included on a written lease, this includes **\*required\* Crime Free Lease Addendum.**
- I understand that the City Clerk must be notified in writing within 10 business days of any change of information on this application.
- I understand that rental licenses are not transferable and that new owner(s) must apply for a new license.
- I understand that it is the owner/manager's responsibility to pursue the necessary actions to renew said license in a timely manner.
- I have attached a blank copy of the lease used for new tenants.
- I have attached a blank copy or a written statement outlining the screening process used to screen prospective tenants.
- I have included an Agent Designation-** If the property owner resides more than 75 miles from the rental dwelling unit, the owner MUST designate a local agent residing within 75 miles of the rental dwelling.

The designation must include the agent's name and contact information, verified by a driver's license or identification card. This designated agent is responsible for the maintenance upkeep of the building and is legally empowered to receive service of notice of violation of City Code provisions, to receive orders, to institute remedial action to affect such orders, and to accept all service of process pursuant to law. The City must be notified in writing of any change of local agent. P.O. Boxes will not be accepted without proof of the current owner's address. Licensees are held responsible for the acts or omissions of their managers or local agents concerning the rental dwelling.

**CERTIFICATE OF COMPLIANCE - MINNESOTA WORKERS' COMPENSATION LAW**

**\*\* Your license will not be issued without the following information - you must complete either Section A or B below.**

Minnesota Statute, Sec. 176.182, requires every state and local licensing agency to 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 Minnesota Statutes Chapter 176. If this information is not provided or is falsely stated, it shall result in a \$2,000 penalty assessed against the Applicant by the Commissioner of the Department of Labor and Industry. A valid workers' compensation policy must be kept in effect at all times by employers, as required by law.

**Section A: WORKERS' COMPENSATION INSURANCE POLICY INFORMATION (for businesses with employees)**

Insurance Company Name (not the agent): \_\_\_\_\_

Policy Number: \_\_\_\_\_ Effective Date: \_\_\_\_\_ Expiration Date: \_\_\_\_\_

**Section B: REASON FOR EXEMPTION FROM WORKERS' COMPENSATION INSURANCE (for businesses with no employees or other coverage)**

For questions on obtaining workers' compensation coverage or exemptions, call (651) 284-5032 or (800) 342-5354.

\_\_\_ I have no employees (see Minnesota Statute 176.011, Sub. 9, for the definition of an employee).

\_\_\_ I am self-insured for workers' compensation (attach a copy of the authorization to self-insure from the Minnesota Department of Commerce).

\_\_\_ I have employees but they are not covered by the workers' compensation law (see Minnesota Statute 176.041 for a list of excluded employees). Explain why your employees are not covered: \_\_\_\_\_

**SIGNATURE REQUIRED**

I understand and affirm that I will operate and maintain the subject premises identified herein according to the South St. Paul City Code. I hereby affirm that I am the owner or authorized agent of the owner and the answers contained herein are true and accurate in all respects to the best of my knowledge and belief.

\_\_\_\_\_  
Signature (Applicant, Owner, Partner or Corporate Officer)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name (Applicant, Owner, Partner or Corporate Officer)

## BACKGROUND INVESTIGATION CONSENT RELEASE

As a license applicant, I hereby give my consent for a personal background investigation, to include a criminal history check, to be used in the determination of whether my application is to be approved. The results of such investigation shall be made public pursuant to appropriate City Council approval or denial of the license application. I understand that I am under no legal obligation to consent to such investigation, but that my refusal to so consent may be the basis for denying my application.

**TENNESSEN WARNING:** In connection with your request for a license, the City has asked that you provide information about yourself which may be classified as private, confidential, nonpublic, or protected nonpublic under the Minnesota Government Data Practices Act. This means that this data is not ordinarily available to the general public. Accordingly, the City is required to inform you of the following:

- The purpose and intended use of the information requested is to determine if you are eligible for a license from the City of South St. Paul.
- You are not legally obligated to supply the requested information.
- The known consequences of supplying the requested information is that the information or further investigation could disclose information which could cause your application to be denied.
- The known consequences of refusing to supply the requested information is that your request for a license cannot be processed.
- A criminal charge, arrest, or conviction will not necessarily bar you from obtaining a license with the City, unless the conviction is related to the matter for which the license is sought, according to Minnesota Statute 364.03. However, failure to reveal the requested criminal information will be considered falsification of the application and may be used as grounds for the denial of the application.
- Other governmental agencies necessary to process your application are authorized by law to receive the information provided.
- The City is required by law to furnish some of this information to the Department of Labor and Industry and the Minnesota Commissioner of Revenue.

By signing below, the undersigned acknowledges that he/she has read and understands the contents of this notice.

Applicant Full Name (First, Middle, Last): \_\_\_\_\_

Applicant Date of Birth (mm/dd/yyyy): \_\_\_\_\_

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

A COPY OF YOUR DRIVER'S LICENSE MUST  
ACCOMPANY THIS FORM IN ORDER TO HAVE  
YOUR RENTAL LICENSE

PLACE COPY OF DRIVER'S LICENSE HERE  
OR  
SUBMIT SEPARATELY WITH APPLICATION

*These statements are true, correct and are made with the knowledge that this information may be made public.  
False disclosures are subject to perjury proceedings and forfeiture of the license application.*

Remit Completed Application to:

City of South St. Paul  
Licensing Division  
125 Third Avenue North  
South St. Paul, MN 55075

Phone: (651) 554-3229  
Fax: (651) 554-3201