



515 East Little Canada Road, Little Canada, MN, 55117

Phone 651.766.4029 • Fax 651.766.4048

www.littlecanadamn.org

Rental Housing License Application

License period thru September 30, 2021

Property Information:	License Type: <input type="checkbox"/> New <input type="checkbox"/> Renewal
Rental Property Address: _____	
Complex Name (if applicable): _____	
<input type="checkbox"/> Single Family <input type="checkbox"/> Townhome <input type="checkbox"/> Condominium	<input type="checkbox"/> Apartments: Total # of buildings _____
<input type="checkbox"/> Duplex <input type="checkbox"/> Triplex <input type="checkbox"/> Fourplex	Total # of units _____
Total number of units being rented _____	Attach additional sheet listing unit numbers and addresses. Listing units # - ## is acceptable if they are in succession.
<input type="checkbox"/> Not a Rental or Property SOLD • Return this form to us so we can take you off our list.	
Owner Information:	Is owner: <input type="checkbox"/> an individual or <input type="checkbox"/> business entity
Name: _____	
Business Name (if applicable): _____	
Mailing Address: _____ City _____ State _____ Zip _____	
Email: _____	
Contact Phone: _____ Alternate Phone: _____	
Property Manager/Agent: <i>(if not the owner)</i>	
Contact Name: _____ Company Name: _____	
Mailing Address: _____ City _____ State _____ Zip _____	
Email: _____	
Office Phone: _____ Alternate Phone: _____	
<u>License & Renewals to be sent to:</u> <input type="checkbox"/> Owner <input type="checkbox"/> Property Manager/Agent	
<u>Emergency 24 hour contact information:</u>	
Name: _____ Contact Phone: _____	

EXEMPTION: *No Fee Required*

- Group Home • State License # _____. Number of residents _____. Submit completed application.
- Family • Complete this application and submit with completed Affidavit of Exemption.

For Office Use Only:

Inspection Date: _____ Inspector: _____

Received Date _____ Amount Paid \$ _____

Issued Date _____ License # _____

Applicant Agreement

- I understand Little Canada City Code chapter 3200, regarding rental licensing, and understand I am subject to the requirements contained therein, in addition to other city ordinances.
- I understand the rental property must pass a rental property inspection conducted by the City Housing Inspector and must maintain the property in accordance with City Ordinance.
- The Owner or Owner's Property Manager listed on the application must be present during the inspection.
- I understand that rental licenses are NOT transferable and new owner(s) must apply for a new license.
- I understand that the City must be notified in writing of any change of information on this application.
- Rental Properties consisting of three or more dwelling units must conspicuously post the current license or certificate in the main entryway or office.
- Rental properties that have delinquent utility charges will have those utilities certified to their property taxes. Property owners can request to have a duplicate utility bill mailed to them by calling 651-766-4038.
- I am required to maintain a current register of all tenants, which will be made available to City official upon request.
- I understand that the tenant lease must include a **Crime Free/Drug Free Addendum**.
- **Detector Certification:**
By signing this application, I hereby certify that the smoke and carbon monoxide detectors are properly installed and maintained. Have explained to renter the operation and action to take when alarm sounds or low battery tone occurs.
- **Tenant Screening Certification:**
By signing this application, I hereby certify that there is a screening program used during the approval process of each tenant as a means of ensuring that quality tenants occupy the rental dwelling as required by Little Canada Ordinance #3200.040.1.
- **General Certification:**
By signing this application, I hereby certify that the information contained here is true to the best of my knowledge. I further authorize the City and its officials or designees to investigate all facts set out in this application. I understand that the purpose of permitting the City to have access to this information is to determine my suitability for issuance of a Rental License in the City of Little Canada. I further understand that I am not legally required to supply the requested data, but that by refusing to comply, my license application may be denied.

Applicant Printed Name _____

Applicant Signature _____ **Date** _____

Check one: Owner Property Manager/Agent

FEES:

\$ 60 • Single Family Home/Townhome (entire home or shared living space)

\$ 60 • Condominium

\$ 60 per building + \$10 per rental unit • Duplex/Triplex

\$105 per building + \$10 per rental unit • Fourplex/Apartment Complex

- Rental fees include the initial inspection and one re-inspection. Any additional will be charged \$50 per time.
- Rental fees are not prorated.
- Incomplete applications will be returned.
- **Make checks payable to *City of Little Canada*.**