



**OFFICE USE ONLY**

Date: \_\_\_\_\_

Receipt #: \_\_\_\_\_

**2022 RENTAL APPLICATION**

New License \_\_\_\_\_

License Renewal \_\_\_\_\_

Change in License \_\_\_\_\_

Application and Payment are due by December 31, 2021

Required 2022 Inspections are due by March 14, 2022

**A separate application must be completed for each rental building.**

**All rental properties must apply for a license every year**

Single Family

Duplex

3 or more units

**RENTAL PROPERTY ADDRESS:**

**OWNER INFORMATION:**

Name \_\_\_\_\_

Mailing Address: \_\_\_\_\_ City: \_\_\_\_\_

State: \_\_\_\_\_ Zip: \_\_\_\_\_ EMail: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

**PROPERTY MANAGEMENT INFORMATION:**

Name \_\_\_\_\_

Mailing Address: \_\_\_\_\_ City: \_\_\_\_\_

State: \_\_\_\_\_ Zip: \_\_\_\_\_ EMail: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

**TIP:**

IF YOU OWN MULTIPLE PROPERTIES, LEAVE THE ADDRESS BLANK AND FILL OUT ALL OTHER INFORMATION. THEN COPY THIS FORM FOR HOW MANY UNITS YOU HAVE AND FILL IN THE ADDRESSES.



**\*\*IMPORTANT NOTICE\*\***

Per State Statute all owners must now provide their Social Security number or Minnesota business ID number with an application for business license. Please fill out the attached "Tax Identification Form" and submit with this application. Failure to provide this information will result in the denial of your rental license.

See page 3, Tax Identification Form, for more info.

Reference: Minn. Stat. §270C.72, subd. 4

## ANNUAL LICENSE FEES

Single Family:	Duplex, Townhome & Multi-Family
# of Bldgs <u>  1  </u> \$45.00	# of Bldgs <u>      </u> X \$45.00 each = \$ <u>      </u>
# of Units <u>  1  </u> <u>\$15.00</u>	# of Units <u>      </u> X \$15.00 each = \$ <u>      </u>
TOTAL                    \$60.00	TOTAL                                    = \$ <u>      </u>
ALL FEES ARE DOUBLED IF RECEIVED AFTER DECEMBER 31, 2021	
Paid by:	
Cash <input type="checkbox"/>	Check # <u>      </u> <input type="checkbox"/>
	Credit Card <input type="checkbox"/> (In Person Only)

Applications will be accepted via mail, email, City Hall drop box, or in person to the Department of Building Safety. A 2022 Rental License will be issued upon receipt of a completed application, required fee, and passing required inspections. Inspections cannot be scheduled until fee has been received. See inspection schedule below.

### 2022 RENTAL INSPECTION SCHEDULE:

ALL rental properties with EVEN address numbers must pass inspection by 3/14/2022.

Rental properties with ODD address numbers that were not licensed in 2021 must pass inspection by 3/14/2022.

Rental properties with ODD address numbers that were licensed in 2021 are not required to be inspected; **YOU MUST STILL APPLY FOR A 2022 LICENSE.**

**Applicant is responsible for scheduling all required inspections** with the Department of Building Safety to determine compliance with the city’s Rental Housing Licensing Provisions (Ordinance Title 3, Chapter 16) by contacting them at (763) 295-3060.

**2022 Rental License inspections will be conducted from 11/1/21 through 3/14/22**

Owner: (this section requires completion by only one owner)

The undersigned hereby applies for a Residential Rental License and acknowledges responsibility for requirements expected to be performed as described in the City Ordinance Code book; and attests the subject premises will be operated and maintained according to the requirements contained therein, subject to applicable sanctions and penalties. *The undersigned is responsible to schedule all inspections & to ensure the property passes inspection.\*\**

Signature of Owner	Date
Print Name	Date of Birth

\*\*A copy of the Rental Housing Licensing Provisions ordinance and amendments to the 2018 International Property Maintenance Code (IPMC) can be obtained at City Hall or by visiting our website at [www.ci.monticello.mn.us](http://www.ci.monticello.mn.us).

\*\*The 2018 IPMC can be purchased online at [www.iccsafe.org](http://www.iccsafe.org) or by calling the ICC store at 1-800-786-4452. (A copy of the 2018 IPMC is available for viewing at the Monticello City Hall.)

TO BE SUBMITTED WITH RENTAL LICENSE APPLICATION

TAX IDENTIFICATION FORM

LICENSE APPLICANT:

Pursuant to Minn. Stat. § 270C.72, subd. 4, the licensing authority is required to provide to the Minnesota Commissioner of Revenue your Minnesota business tax identification number and the Social Security number of each license applicant.

Under the Minnesota Government Data Practices Act and the Federal Privacy Act of 1974, we are required to advise you of the following regarding the use of this information:

1. This information may be used to deny the issuance, renewal or transfer of your license in the event you owe the Minnesota Department of Revenue delinquent taxes, penalties or interest:
2. Upon receiving this information, the licensing authority will supply it only to the Minnesota Department of Revenue. However, under the Federal Exchange of Information Agreement the Department of Revenue may supply this information to the Internal Revenue Service:
3. Failure to supply this information may jeopardize or delay the processing of your licensing issuance or renewal application.

Please supply the following information and return along with your application to the agency issuing the license.

DO NOT RETURN TO THE DEPARTMENT OF REVENUE.

Name and address of Applicant

\_\_\_\_\_

Address of Rental Property

\_\_\_\_\_

\*Social Security # \_\_\_\_\_

\*For individual business owners (sole proprietors) only, not for partnerships, corporations, etc.

Minnesota Tax Identification #

\_\_\_\_\_

Signed by \_\_\_\_\_ Date \_\_\_\_\_

Print Name of Person Signing: \_\_\_\_\_

If a Minnesota Tax Identification Number is not required, please explain below.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_