



Rental Dwelling License Application

Type of Dwelling:

License Fees:

Single Family/Townhome/Condo...\$110
Multi-Family # of Buildings # of Units...\$110/building + \$20/unit
(Duplex-\$150, Triplex-\$170, etc.)

Address(es) of Dwelling(s):

Complex Name if Multi-Family:

Owner Information:

Name: Date of Birth:
Street: Apt #/Suite #:
City: State: Zip:
Phone # Cell # E-Mail:

Local Agent: Local Agent required if owner lives outside the MN counties of Blue Earth, Carver, Dakota, Dodge, Faribault, Freeborn, Goodhue, Hennepin, Le Sueur, Mower, Nicollet, Olmsted, Ramsey, Rice, Scott, Sibley, Steele, Wabasha, Waseca, and Washington. Local Agent must live in one of the aforementioned counties.

Name: Phone #:
Street: Apt #/Suite #:
City: County: State: Zip:
E-Mail:

Signature of Local Agent: Date:

Manager/Caretaker:

Name: Phone #:
Address: E-Mail:

Mailings/Notices: Please designate one person who all invoices, inspection notices, compliance orders and other correspondences with the City should be sent to.

Owner: [ ] Caretaker/Manager: [ ] Local Agent: [ ]

Occupancy Standards: Max occupancy or a dwelling unit is 2 times the number of legal bedrooms, plus 1. The size of legal bedrooms shall be a minimum of 70 sq. ft. for one person, 90 sq. ft. for two persons, and an additional 50 sq ft for each additional occupant.

Unit 1 Unit 2 Unit 3 Unit 4
Bedrooms:

Multi-Family/Apartments more than 4 units:

# of Buildings: # of Efficiency Units: # of 1 Bedroom Units:
# of 2 Bedroom Units: # of 3 Bedroom Units: # of 4 Bedroom Units:
Total # of Dwelling units in Multiple Buildings:

Total Number of Tenants:

**Notice to Applicants:**

- The City of Faribault Community Development Department must be notified within 10 business days of any change to the information on this application or if the property is sold or otherwise conveyed in any way.
- Every licensed owner shall keep, or cause to be kept, a current register of occupancy for each dwelling unit that provides the following information:
  - Legal names and date of birth of all adult occupants, and the number of persons under 18 years of age occupying the dwelling unit.
  - Dates renters occupied and vacated the dwelling units.
  - A chronological list of complaints and requests for repair by dwelling unit occupants related to license requirements, and all corrections made in response to such requests and complaints.
- License renewals shall be filed by the owner or its agent with the City of Faribault at least 30 days prior to the license expiration.
- Licensed properties with 3 or more dwelling units must be current on the payment of all utility fees, taxes, assessments, fines, penalties, or other financial claims due to the City on the licensed property or any other rental dwelling in the City owned by the licensee at all times.
- Licensed properties with less than 3 dwelling units must be current on the payment of all utility fees, taxes, assessments, fines, penalties, or other financial claims due to the City on the licensed property or any other rental dwelling in the City owned by the licensee prior to issuance or renewal of a rental license.
- At any time during a license period, if a rental dwelling does not meet the requirements for the current license type, the license may be considered for modification, revocation, nonrenewal, and license type review.
- A delinquency penalty of 15% of the license fee for operation without a valid license may be charged to the owners of the dwelling unit.
- A person, who has a rental license revoked, may not receive a rental license for another rental dwelling within the City for a period of 1 year from the date of revocation. The person may continue to operate other currently licensed dwelling units provided they are maintained in compliance with City Codes.
- 3 disorderly conduct violations by the same tenancy in a 12 month period from the first violation, may lead license revocation. Tenancy must be terminated and licensee shall not enter into a new lease with the tenant for 1 year after eviction.

*The undersigned hereby applies for a Rental Dwelling License and agrees to comply with all the provision of Chapter 7, Article 5 Rental Dwelling Licenses of the City of Faribault, MN Code of Ordinances; and attests the subject premises will be operated and maintained according to the requirements contained therein, subject to applicable sanctions and penalties. The undersigned further agrees the subject premises may be inspected by the Compliance Official as provided in Section 7-45; certifies that he/she is current on the payment of all utility fees, taxes, assessments, fines, penalties, or other financial claims due to the City on the subject premises and on other rental real property in the City that he/she owns. The undersigned certifies that all tenant leases will contain the Crime Free/Drug Free Housing Lease Addendum as required by the Crime Free Housing Program; perform required criminal background checks on all prospective tenants 18 years and older; and complete Crime Free Housing Program Training within 2 years of application or provide proof of current certification.*

**Print Name:** \_\_\_\_\_

**Applicant Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**\*\*Office Use Only\*\***

<b>CFH Training</b>	<b>Current (taxes, fees, ect.)</b>	<b>Innitial Inspection:</b> _____	<b>License Issued Date:</b> _____
Proof of Cert: _____	Yes: _____	Passed: _____	
Need Training: _____	No: _____	Failed: _____	<b>License Expiration:</b> _____
		Corrected: _____	