



License # 20\_\_ - \_\_\_\_

City of Albertville  
5959 Main Avenue NE  
Albertville, MN 55301  
Phone: (763) 497-3384  
Fax: (763) 497-3210

## RENTAL DWELLING LICENSE APPLICATION

For the year of \_\_\_\_

Annual Fee Schedule  
Single Family: \$100.00  
Duplex: \$50.00/building plus \$50 per unit  
Multiple Family: \$150.00 per Building  
plus \$10.00 per Unit

Check # \_\_\_\_\_  
Total Amt: \_\_\_\_\_

**\*\*\*\*\*APPLICATION MUST BE COMPLETED IN ITS ENTIRETY OR IT WILL BE RETURNED AS INCOMPLETE\*\*\*\*\***

Name of Rental Dwelling or Complex (If applicable) \_\_\_\_\_

Address of Rental Dwelling(s): \_\_\_\_\_

Owners Name: \_\_\_\_\_

Address: \_\_\_\_\_ City \_\_\_\_\_ St \_\_\_\_\_ Zip \_\_\_\_\_

Daytime Phone: (\_\_\_\_\_) \_\_\_\_\_ Evening Phone: (\_\_\_\_\_) \_\_\_\_\_

Property Management Company: \_\_\_\_\_

Address: \_\_\_\_\_ City \_\_\_\_\_ St \_\_\_\_\_ Zip \_\_\_\_\_

Contact Person: \_\_\_\_\_ Phone (\_\_\_\_\_) \_\_\_\_\_

### Complaints Handled By:

Name(s): \_\_\_\_\_

Address: \_\_\_\_\_ City \_\_\_\_\_ St \_\_\_\_\_ Zip \_\_\_\_\_

Phone: (\_\_\_\_\_) \_\_\_\_\_

Complaints will be received by: \_\_\_\_\_ Mail \_\_\_\_\_ Phone (check all that apply)

Please list the name and telephone number of renter(s) on the premises. (Please notify the City of any changes)

Name: \_\_\_\_\_ Phone: (\_\_\_\_\_) \_\_\_\_\_

Name: \_\_\_\_\_ Name: \_\_\_\_\_

Name: \_\_\_\_\_ Name: \_\_\_\_\_

Number and Types of Animals: \_\_\_\_\_ (Please

note: The City of Albertville requires all dogs to be licensed through the city.)

Number, type, and size of rental dwelling units:

\_\_\_\_\_ Single Family @ \_\_\_\_\_ sq. feet. No. of bedrooms: \_\_\_\_\_  
\_\_\_\_\_ Two Families (Duplex) @ \_\_\_\_\_ sq. ft. No. of bedrooms: \_\_\_\_\_  
\_\_\_\_\_ Multiple Dwellings No. of units per building: \_\_\_\_\_  
\_\_\_\_\_ Efficiency units @ \_\_\_\_\_ sq. ft.  
\_\_\_\_\_ 1 bedroom units @ \_\_\_\_\_ sq. ft.  
\_\_\_\_\_ 2 bedroom units @ \_\_\_\_\_ sq. ft.  
\_\_\_\_\_ 3 bedroom units @ \_\_\_\_\_ sq. ft.  
\_\_\_\_\_ 4 bedroom units @ \_\_\_\_\_ sq. ft.

\_\_\_\_\_ Total Number of units in multiple family dwellings

Notice to Applicants:

- a. The compliance official must be notified in writing within five business days of any transfer of legal control and ownership.
- b. Owners of multiple dwellings must post the license thereof (Section 12-907) and must maintain an occupancy register (Section 12-909).
- c. Copies of the Building Maintenance and Occupancy Ordinance are available at City Hall. Owners, agents, and managers should be familiar with its provisions.

The undersigned hereby applies for a rental dwelling license and acknowledges receipt of a copy of the Building Maintenance and Occupancy Ordinance, acknowledges the provisions of the Building Maintenance and Occupancy Ordinance, have been reviewed, 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 said Ordinance.

\_\_\_\_\_, being first duly sworn, upon his/her oath deposes and says that he/she is the person who has executed the foregoing application and that the statements made therein are true of his/her own knowledge and belief.

Signature of Owner: \_\_\_\_\_

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_

Notary Public: \_\_\_\_\_

*An inspection of your rental property is required **PRIOR TO RENTING PROPERTY** and every two (2) years thereafter for your license to be active. Please contact the Building Inspections Department at 763-497-3384, ext 103 to schedule an inspection.*