

CITY OF BELLE PLAINE RENTAL DWELLING LICENSE APPLICATION

Permit Number: _____

- | | | | |
|--|-----------------|---|-------------------------|
| <input type="checkbox"/> NEW Single Family Dwelling | \$100.00 | <input type="checkbox"/> NEW Multi-Unit Dwelling | \$75.00 per unit |
| <input type="checkbox"/> RENEWAL Single Family Dwelling | \$75.00 | <input type="checkbox"/> RENEWAL Multi-Unit Dwelling | \$50.00 per unit |

RENTAL SITE	Rental Site Address:		P.I.N:
Number of Units:	Year Site Became Rental:	Rent per Month: \$	
Identification of units, example Unit 101, 201, Apt. A, Apt. B:			
Business Name:		Phone:	
Property Owner Name:		Phone:	
Property Owner Mailing Address (Street, City, State, Zip):			
Manager Name:		Phone:	
Manager Mailing Address (Street, City, State, Zip)			
Manager Email Address:		Phone:	
<input type="checkbox"/> Yes <input type="checkbox"/> No : Contact list for rental inquiries (Includes name, phone number, email, rental address)			

IMPORTANT INFORMATION REGARDING RENTAL LICENSING:

- **A RENTAL DWELLING LICENSE HAS NOT BEEN ISSUED, CREATED, OR RENEWED UNTIL AN INSPECTION HAS BEEN CONDUCTED AND PASSED BY THE CITY BUILDING INSPECTOR.**
- Application and payment must be submitted prior to scheduling rental inspection.
- A rental dwelling license expires two (2) years after the rental license issue date.
- It is the responsibility of the property owner to ensure the rental license is renewed prior to expiration date.
- All water and sewer service accounts shall be the responsibility of the property owner unless the owner informs the City in writing that the account shall be carried in the name of another person. In any case, the owner shall remain liable for water supplied to the owner's property, whether the owner is occupying the property or not, and any charges unpaid shall be assessed to the property tax statement and be a lien on the property. (City Code 700.05 Subd. 2)
- The property owner is responsible to ensure all corrections are completed. If corrections are not completed within the timeframe specified by the City Inspector or efforts to create a timeline for completion of corrections are unsuccessful, the rental property's registration may be revoked.
- Violations of the rental code and/or a rental dwelling license, including operating without a license are a misdemeanor.

I certify that I am the property owner and/ or agent on behalf of the property owner named above; that I have familiarized myself with the rules and regulations with respect to preparing and filing this application that the foregoing statements and answers herein contained are in all respects true and accurate to the best of my knowledge and behalf.

I have read the above statements.

OWNER'S SIGNATURE _____ **DATE:** _____

APPLICANT SIGNATURE _____ **DATE:** _____

OFFICE USE ONLY

Date Received:	Permit fee: \$	Form of Payment:
Comments:	Other: \$	Payment Date:
	Total Due: \$	Transaction Number:
		Issued By:
Building Official or Designee:		Date:
Zoning Administrator or Designee:		Date:



City of Belle Plaine Rental Unit Registration Application

Note:

1. One registration form for each rental building is required.
2. Make all checks payable to the City of Belle Plaine and attached check to application.
3. License fees are due at time of application.
4. Make additional copies as needed for additional rental buildings.

Street Address of the Rental Property: _____

Number of units in this building: _____

Property Owner – Individual who owns property. (If business, an individual must also be named):

Address: _____

City, State, Zip Code: _____

Phone (Property Owner): _____

E-mail (Property Owner): _____

Person authorized to make or order repairs (If different from parties listed above):

Address: _____

City, State, Zip Code: _____

Phone (Direct Number): _____

E-mail: _____