

# Rental License Renewal Application

100 Civic Center Parkway | Burnsville, MN 55337 | 952-895-4400

Government data practices act Tennessen warning: The data you supply on this form will be used to process the license you are applying for. You are not legally required to provide this data, but we may not be able to process the license without it. The data will constitute a public record if and when the license is granted.

Rental address \_\_\_\_\_

**PLEASE CHOOSE ONE OPTION**

I am renewing this rental license and my information is below

I am not renewing this license

<p><b>PROPERTY OWNER INFORMATION</b></p> <p>Business name (if applicable) _____</p> <p>Owner name _____</p> <p>Owner address _____</p> <p>City _____ State _____ Zip _____</p> <p>Owner phone _____ Cell _____</p> <p>Owner email* _____  <small>*Email addresses are optional. This information may be considered public record and</small></p>	<p><b>PROPERTY MANAGER/CARETAKER INFORMATION:</b>  <small>(The agent named below is authorized to make or order repairs and/or service to the building, to provide required services necessary to protect the health, safety and welfare of the occupants or is able to contact the person so authorized)</small></p> <p>Property Mgmt. Company _____</p> <p>Attn _____</p> <p>Address _____</p> <p>City _____ State _____ Zip _____</p> <p>Phone _____ Cell _____</p>
<p><b>TAX IDENTIFICATION</b></p> <p>Pursuant to *Minnesota Statute 270C.72 Tax Clearance: ( See reverse side)</p> <p><b>Sole Proprietors only:</b>  Social Security Number _____</p> <p><b>Partnerships, LLCs, And Corporations: (mandatory)</b>  Minnesota Tax ID Number _____</p> <p>If a Minnesota Tax Identification Number is not required, please explain below. _____</p> <p>Federal Tax ID Number _____</p>	
<p><b>CERTIFICATE OF COMPLIANCE MINNESOTA WORKERS COMPENSATION LAW</b>   Minnesota Statutes, Section 176.182 (See reverse side)</p> <p>INSURANCE COMPANY NAME (not the insurance agent) _____</p> <p>WORKERS COMPENSATION INSURANCE POLICY NO. _____ <b>Dates of coverage</b> _____</p> <p><b>SELF INSURED:</b> I have attached a copy of the permit to self-insure.</p> <p><b>THIS PORTION IF EXEMPT:</b> I am not required to have workers compensation insurance coverage because:  I have no employees  I have employees but they are not covered by the workers compensation law. (See Minn. Stat. § 176.041 for a list of excluded employees.)  Explain why your employees are not covered: _____</p>	

**License Process:** Fill out this application completely and enclose the appropriate license fee. (All fees and a link to rental standards are listed on the reverse side of this application). Failure to enclose the proper fee and complete the MN Workers Compensation and Tax Id section, will result in the application being returned to you and delay the processing of your rental business license.

- Once complete, upload signed application and pay fees at [www.burnsville.org/licensepay](http://www.burnsville.org/licensepay) or return to Burnsville City Hall
- Email [rental@burnsvillemn.gov](mailto:rental@burnsvillemn.gov) to schedule a rental inspection. Rental inspections are required every three years
- If paying by check, make payable to the City of Burnsville

Sign, date and return the completed application online at [www.burnsville.org/licensepay](http://www.burnsville.org/licensepay) or to Burnsville City Hall, 100 Civic Center Parkway, Burnsville, MN 55337.

I understand that it is my responsibility to submit all required fees and obtain all necessary approvals prior to licensing. I acknowledge that I am the owner of record or agent for this property and am authorized to sign this application. By signing this application I am acknowledging and agreeing to uphold the rental standards as part of my rental license. All information is correct and accurate to the best of my knowledge.

Applicant name \_\_\_\_\_  
First Middle Last

Signature \_\_\_\_\_ Date \_\_\_\_\_

FOR CITY USE ONLY:	Amount/Ck# _____	Rental License _____	Region _____	Inspection Scheduled _____	S C <input type="checkbox"/>
Passed Inspection _____	Provisional License Mailed _____	Rental License Mailed /emailed _____	7/25/2018		

The rental license standards and online instructions can be found at this link at [www.burnsville.org/rentallicense](http://www.burnsville.org/rentallicense).

Assistance or paper copies may be requested by emailing [rental@burnsvillemn.gov](mailto:rental@burnsvillemn.gov) or by calling 952-895-4440.

It is the responsibility of the owner or owner's agent to renew the rental license on or before the due date. Failure to obtain a rental license or allowing the license to expire can result in a citation and fine of up to \$1000.

License exemptions can be located at [www.burnsville.org/citycode](http://www.burnsville.org/citycode) in City Code 3-28-5.

License fees are not refundable or transferable.

Please email our office at [rental@burnsvillemn.gov](mailto:rental@burnsvillemn.gov) to schedule a rental inspection. Inspections **must** occur during regular business hours. State law requires that you notify tenants in advance of upcoming inspections.

If there are items noted during the inspection that are not in compliance with City ordinances, they shall be corrected prior to the issuance of the business license. It is the responsibility of the owner or owner's agent to schedule all re-inspections.

Additional inspections beyond the re-inspection may be charged at an additional \$185. This is a separate fee and is not applied toward your license fee. After the property has been determined to be in compliance with City ordinances the license will be issued. Some correction may require a building permit. Please call 952-895-4444 to verify building ordinance requirements.

The City of Burnsville provides general information, updates and notices via email subscription. Sign up to receive notices at [www.burnsville.org/subscriptions](http://www.burnsville.org/subscriptions). This includes notifications of any proposed ordinances at least 10 days before the City Council conducts a final vote on the proposed ordinance. (M.S. 415.19)

INDIVIDUAL HOMEOWNER FEES		MULTI-FAMILY STRUCTURE COMPLEX OWNERS:	
Single family home	\$165	Multi-family dwellings (apartments, independent, coop, assisted living)	\$140/building and \$11.50/per unit
Manufactured home not owned by park	\$165	Multi-family townhome (entire building owned by same owner)	\$85/building and \$11.50/per unit
Townhome, Condominium	\$165	Manufactured home park (owned by the park)	\$ 270 plus \$47/ per unit
Townhome in an association	\$165	Annual fire inspection	\$160 (per building)
Duplex - both units rented	\$330	Inspection Fee	\$185 (per building)
Duplex - one unit rented	\$165	<b>Late fees</b>	
New conversion fee; Previously expired or closed license more than 1 year	\$500	Submitted 15-29 days after due date	25% of license base fee
<b>Late fees</b>		Submitted 30-45 days after due date	50% of license base fee
Submitted 15-29 days after due date:		Submitted 45 days after due date	100% of license base
Submitted 30-45 days after due date:			
Submitted 45 days after due date:			
100% of license base fee			

### 2008 Minnesota Statutes

270C.72 TAX CLEARANCE; ISSUANCE OF LICENSES. Subd. 4. Licensing authority; duties.

All licensing authorities must require the applicant to provide the applicant's Social Security number and Minnesota business identification number on all license applications. Upon request of the commissioner, the licensing authority must provide the commissioner with a list of all applicants, including the name, address, business name and address, Social Security number, and business identification number of each applicant. The commissioner may request from a licensing authority a list of the applicants no more than once each calendar year.

Minnesota Statutes, Section 176.182 requires every state and local licensing agency to withhold the issuance or renewal of a license or permit to operate a business or engage in any activity in Minnesota until the applicant presents acceptable evidence of compliance with the workers' compensation insurance coverage requirement of Minnesota Statutes, Chapter 176. The required workers compensation insurance information is the name of the insurance company, the policy number, and the dates of coverage, or the permit to self-insure. If the required information is not provided or is falsely stated, it shall result in a \$2,000 penalty assessed against the applicant by the commissioner of the Department of Labor and Industry. A valid workers compensation policy must be kept in effect at all times by employers as required by law.