



Government Data Practices Act-Tennessee 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 will not be able to process the license without it. The data will constitute a public record if and when the license is granted.

Rental Property Location: (one application per address)

Physical address: Street address City State Zip

Property description: Single Family Townhome Duplex Multi-Family Structure (Apts/Condos) # units Manufactured Home

License dates: April 1-March 31-(1st qt.) July 1-June 30 (2nd qt.) October 1- September 30(3rd qt.) January 1-December 31(4th qt.) License period will commence during the quarter the application is received. (Initial here).

\*Dwelling Unit-A single unit providing complete, independent living facilities to one or more persons, including provisions for living, sleeping, eating cooking and sanitation.

All multi-unit complexes must attach a detailed list showing the individual building addresses and unit numbers to be licensed.

Form with two columns: CORRESPONDENCE SHOULD BE SENT TO: OWNER or PROPERTY MANAGER. Includes sections for Property Owner Information and Property Management Company for this is property.

License Process: Fill out this application completely and enclose the appropriate license fee. Fees are listed on the reverse side of this application. Checks are to be made payable to the City of Burnsville.

- Failure to enclose the proper fee and complete the attached MN Worker's Compensation and Tax Id form will result in the application being returned to you and delay the processing of your business rental license.
Please call 952-895-4440 to schedule a rental inspection. Single family inspection are required every three years. Multi-family inspection are required every year.
Read the enclosed Rental License Standards. By signing this application you are acknowledging you agree to uphold the rental standards as part of your rental business license. Return the completed application and forms to:
City of Burnsville: Attn: Rental Licensing 100 Civic Center Pkwy, 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 authorized to sign this application. All information is correct and accurate to the best of my knowledge.

Applicant full name: (Please print) First Middle Last

Signature: (Applicant Signature required) Date:

FOR CITY USE ONLY: Amount/Ck# Rental License # Region Inspection Scheduled SC Passed Inspection Provisional License mailed Rental License mailed or emailed 12/29/2017

## Rental Fees and License Information

Thank you for your interest in obtaining a rental license in the City of Burnsville. Completion of the Rental License Application is your first step toward obtaining your new rental business license or renewing your license. After a completed application is received by our office, please contact our office at 952-895-4440 to schedule a rental property inspection. **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 <http://www.ci.burnsville.mn.us/> under "Help Center" in City Code 3-28-5.

**License fees are not refundable or transferable.**

The City of Burnsville Licensing and Code Enforcement staff will make reasonable accommodations to the scheduling needs of property owners and tenants when scheduling inspections. Inspections must occur during regular business hours Monday thru Friday 8-3pm. State law requires that you notify tenants in advance of upcoming inspections. **It is the responsibility of the owner or owner's agent to schedule all inspections and re-inspections.**

If there are items noted during the rental inspection that are not in compliance with City ordinances, they must be corrected prior to the issuance of a license. The inspector will identify those items and you will need to schedule a re-inspection of your rental property. **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.

The City of Burnsville distributes general city information and notices electronically through an electronic notification system. As an applicant for a new business license or for a renewal of an existing business license, you can sign up to receive notices through the city's electronic notification system on the city's website at [www.burnsville.org/subscriptions](http://www.burnsville.org/subscriptions). This would include getting notifications of any proposed ordinances at least ten days before the city council of conducts a final vote on the proposed ordinance.

SINGLE FAMILY FEES		
<b>New conversion fee-</b> new rental license or previously expired or closed license more than one year.		<b>\$500.00</b> per application
Renewal fee for single family home; town home or condo unit		\$165.00 per unit
Renewal fee for a duplex unit per side rented		\$165.00 /\$330.00
MULTIFAMILY FEES ARE LISTED BELOW:		
Multi-family dwellings (apartments, independent and assisted living)	\$140.00 Per building	& Per unit fee \$11.50
Multi-family townhome	\$85.00 Per building	& Per unit fee \$11.50
<b>Manufactured home units (owned by the park)</b>	\$270.00	& Per unit fee \$47.00

FIRE INSPECTION FEES	
Annual fire inspection Fee (common areas only)	\$160.00 Per building
Fire Re- inspection Fee (common areas only)	\$185.00 Per building
SINGLE & MULTI FAMILY LATE FEES AFTER THE APPLICATION DUE DATE:	
Submitted 15-29 days after due date	25% of license fee
Submitted 30-45 days after due date	50% of license fee
Submitted over 45 days after due date	100% of license fee

**Duration:** Licenses are valid for one licensing year after approval. It is the responsibility of the Licensee to ensure that licenses remain valid. Licensee is responsible to keep the City informed on any changes in the license information provided on this application.

**Building Permits:** Building permits are required for most alterations in rental dwelling and work shall be completed by a licensed contractor. Please call 952-895-4444 if you have any building permit questions. Frequently asked questions and answers are also available on the City website at [www.burnsville.org/inspections](http://www.burnsville.org/inspections).

**Emergencies:** The information you provide on this application may be used by City staff to notify you or your agent of a police/fire emergency. Please make sure to keep your contact information up-to-date.

**Conversion Fee:** An owner occupied unit that has not previously been a licensed rental property and is converted to a rental property shall pay a conversion fee as adopted in the city fee schedule. A conversion fee may apply if the rental license has been expired or closed for one year or more. **BELOW IS A LIST OF RENTAL LICENSE STANDARDS THAT OWNER/MANAGER AGREE TO AS PART OF THEIR RENTAL LICENSE:**

1. I understand that by owning property in Burnsville, I am operating in a residential zone of the city.
2. I understand my rental license must be renewed annually.
3. I understand the rental property must pass a rental property inspection conducted by a City Housing Inspector, and must maintain the property in accordance to City Codes.
4. I must use a written lease for all tenants.
5. In addition to a written lease, I understand I must also issue a Crime Free/Drug Free Housing lease addendum as required by the ordinance. This addendum gives license holders tenant behavior remedies before the issuance of a third strike.
6. I understand the City Manager may deny or not renew a license and the City Council may revoke or suspend a license for failure to address any tenant or property issues. Failure to abide by the above requirements is grounds for penalties which may include license non-renewal, suspension, revocation, and fines.
7. I understand City Code, Chapter 28, regarding Rental Licensing, and understand I am subject to the requirements contained therein.
8. I understand my rental license is not transferrable.
9. I understand I must screen all potential tenants by using a written rental application, which contains sufficient information to conduct a Criminal Background check.
10. I understand the efforts of the Burnsville Fire Department in regard to multi-unit housing fire prevention, and will supply to all new tenant's information regarding fire prevention efforts.
11. I understand the "Kari Koskinen Manager Background Check Act" M.S. 299C.66 to 299C.71 and understand I need to background anyone the definition, "manager" applies to, including leasing agents, maintenance personnel, etc.
12. For multi-family rentals: The license holder or manager has attended or is scheduled to attend a City of Burnsville multi-housing training.
13. This training is put on annually. All managers are required to attend once every three years. Additional repeated training is optional and recommended.

TAX IDENTIFICATION FORM

LICENSE APPLICANT:

Pursuant to \*Minnesota Statute 270C.72 Tax Clearance: Issuance of Licenses, 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 of Applicant: \_\_\_\_\_

Type of Business: \_\_\_\_\_

\*Provide a Social Security number; or a Minnesota Tax ID; or Federal Tax ID Number. Only one tax id number is required.

Sole Proprietors only:

Partnerships, LLCs, Corporations:

Social Security Number: \_\_\_\_\_ Minnesota Tax ID Number: \_\_\_\_\_

Federal Tax ID Number: \_\_\_\_\_

Applicant full Name: \_\_\_\_\_ (Print Name)

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

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

\_\_\_\_\_
\_\_\_\_\_
\_\_\_\_\_

270C.72 TAX CLEARANCE; ISSUANCE OF LICENSES. \*2008 Minnesota Statutes

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.

History: 2005 c 151 art 1 s 87

12/29/2017

See other side

**Certificate of Compliance  
Minnesota Workers' Compensation Law**

**THIS FORM MUST BE COMPLETED BY THE BUSINESS LICENSE APPLICANT**

Minnesota Statutes §176.182 requires every state and local licensing agency to withhold the issuance or renewal of a license or permit to operate a business in Minnesota until the applicant presents acceptable evidence of compliance with the workers' compensation insurance coverage requirement of Minnesota Statutes Chapter 176. 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.

License or certificate number (if applicable)	Business telephone number	Alternate telephone number
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Business name (Provide the legal name of the business entity. If the business is a sole proprietor or partnership, provide the owner's name(s), for example John Doe, or John Doe and Jane Doe.)

DBA ("doing business as" or "also known as" an assumed name), if applicable

Business address (must be physical street address, no P.O. boxes)	City	State	Zip Code
County	Email address		

**YOUR LICENSE OR CERTIFICATE WILL NOT BE ISSUED WITHOUT THE FOLLOWING INFORMATION. You must complete number 1 or 2 below.**

**Number 1 – Workers' compensation insurance policy information**

Insurance company name (not the insurance agent)	NAIC number	
Policy number	Effective date	Expiration date

**Number 2 – Reason for exemption from workers' compensation insurance**

If you have questions regarding the need to obtain workers' compensation coverage, including exemptions, call (651) 284-5032 or 1-800-342-5354.

- I have no employees. (See [Minnesota Statute § 176.011, Subd. 9](#) for the definition of an employee.)
- I am self-insured for workers' compensation (attach a copy of the authorization to self-insure from the [Minnesota Department of Commerce](#)).
- I have employees but they are not covered by the workers' compensation law. (See [Minnesota Statute § 176.041](#) for a list of excluded employees.) Explain why your employees are not covered:  
\_\_\_\_\_  
\_\_\_\_\_

I certify the information provided on this form is accurate and complete. If I am signing on behalf of a business, I certify I am authorized to sign on behalf of the business.

**Print Name**

First	Middle	Last
<b>Applicant Signature (Required)</b>	<b>Title</b>	<b>Date</b>

NOTE: You must notify the authority issuing your license if there is any change to your workers' compensation insurance information or an employee status change by resubmitting this form. This material can be made available in different forms, such as large print, Braille or audio.

## Rental Standards

On Sept. 18, 2012, the City of Burnsville approved an update to its Rental License Ordinance. The new ordinance will take effect on Jan. 1, 2013. Below is a list of Rental License Standards that owners/managers will be asked to agree to as part of their rental license.

1. I understand that by owning property in Burnsville, I am operating in a residential zone of the city.
2. I understand City Code, Chapter 28, regarding Rental Licensing, and understand I am subject to the requirements contained therein.
3. I understand the rental property must pass a rental property inspection conducted by a City Housing Inspector, and must maintain the property in accordance to City Codes.
4. I understand I must screen all potential tenants by using a written rental application, which contains sufficient information to conduct a Criminal Background check.
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10. For multi-family rentals: The license holder or manager has attended or is scheduled to attend a City of Burnsville multi-housing training. This training is put on annually. All managers are required to attend once every three years. Additional repeated training is optional and recommended.
11. I understand the efforts of the Burnsville Fire Department in regard to multi-unit housing fire prevention, and will supply to all new tenants information regarding fire prevention efforts.
12. I understand the City Manager may deny or not renew a license and the City Council may revoke or suspend a license for failure to address any tenant or property issues. Failure to abide by the above requirements is grounds for penalties which may include license non-renewal, suspension, revocation, and fines.



## BURNSVILLE FIRE DEPARTMENT

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100 Civic Center Parkway  
Burnsville, MN 55337  
(952) 895-4570  
[www.burnsville.org](http://www.burnsville.org)

Burnsville Fire would like to welcome you to your new residence. We are providing the following information to give you an awareness of fire safety and to remind you that you are not the only person living in the building. Other residents are counting on you to be safety-conscious and prevent fires.

Most multi-housing building fires that have occurred in Burnsville were due to human error due to careless smoking, cooking, and/or candles.

We are asking you to do what we have asked current residents to do, please watch a 12 minute fire safety video created by Burnsville Fire and to follow these important tips. You can do your part to make your living community a safe and enjoyable experience.

Links to the video:

Keep the Burn out of Burnsville [English - Full]:	<a href="http://youtu.be/elWZ7LsSXBQ">http://youtu.be/elWZ7LsSXBQ</a>
Keep the Burn out of Burnsville [Spanish - Full]:	<a href="http://youtu.be/9oSw2G84p98">http://youtu.be/9oSw2G84p98</a>
Keep the Burn out of Burnsville [Russian - Full]:	<a href="http://youtu.be/P9Vh-FJDsbI">http://youtu.be/P9Vh-FJDsbI</a>
Keep the Burn out of Burnsville [Somali - Full]:	<a href="http://youtu.be/1yTHek-8IyY">http://youtu.be/1yTHek-8IyY</a>

### Important Safety Guidelines:

- If you smoke, use a noncombustible ashtray such as a “Butt Bucket” or Aluminum pop can.
- **Do Not use a planter, potted plant or any combustible container to discard smoking materials!**
- **Never** leave candles unattended.
- Test smoke detectors once a month and change the batteries (if applicable) twice a year.
- Report any suspected arson to the Police or Fire Department.
- Store flammables and combustibles in approved areas only!
- Learn and follow the city ordinances and fire laws for grilling.
- **Never** leave a kitchen unattended while cooking.
- Research and purchase a stovetop fire suppression canister for your cooking hood.
- We recommend you purchase Renter Insurance to protect your property.

If you have any other questions, please contact the Burnsville Fire Department at **952-895-4570** or <http://www.ci.burnsville.mn.us/fire>

Reviewing rental units for compliance with this list could save from costly re-inspections. Rental units include apartments, condos, manufactured home parks and single-family homes for rent.

*This list contains common violations. It is not intended to be a comprehensive list of all violations that could occur.*

## Single and Multi- Units | Interior

### Ceiling

- Free of water damage, cracks and peeling

### Electrical

- All outlets and switch plate covers present and secured
- Wiring is concealed
- Free of temporary wiring/extension cords
- Electrical panel and/or electrical room labeled and accessible? (three foot clearance to panel and inspection sticker)

### Floors

- Floors free of holes, cracks and tripping hazards
- Water-tight surfaces in bathrooms and kitchens

### Food Storage/Preparation

- Cabinet doors, drawers and hardware in good condition
- Kitchen is sanitary

### Furnace/Air Conditioner

- Heating appliances and air conditioners operable with secure gaskets and handles
- Controls/thermostats easily accessible

### Refrigerator

- Refrigerator operable with secure gaskets and handles

### Sink/Wash Basin

- Sinks and wash basins are cleanable; have water-tight surfaces that are free of chips, cracks and leaks
- No presence of flexible piping

### Smoke/Carbon Monoxide Detectors

- Working smoke detectors installed in each bedroom, adjacent hallways and on each level
- Working carbon monoxide (CO) detector are within 10 feet of bedrooms where required

### Stove/Range/Oven

- Burners and oven elements are operable
- Door gaskets are in good condition
- Adjacent countertops are below stovetop cooking surfaces

### Environment

- Free of signs of rodent or pest infestation

### Tubs/Showers/Toilets

- Surfaces around tub, shower, floor and toilet are washable and water-tight
- Plumbing fixtures are operating properly

### Ventilation

- Bathroom | Operable bath fans if there is no bathroom window
- Kitchen | Mechanical fans or windows open freely
- Dryer | Vented through rigid metal or other approved flexible materials, secured at joints with metal tape
- Dryer | Directly vented to the outside

### Walls

- Walls free of holes or water damage

### Windows/Patio Doors

- Windows open, close and latch freely
- Doors open, close and latch freely
- Windows and doors free from leaks, cracks and peeling paint
- Screens on all windows and doors

### Exits and Pathways

- Exits and pathways are clear, maintained and usable

### Stairs and Guardrails

- Carpeting on stairs is secure
- Handrails are present and secure

### Water Heater

- Water heater is free of leaks and rust
- A metal drip pipe is in place within 18 inches of the ground
- Vented properly

### Turn page over for:

- Single and Multi- Units | Exterior
- Multi-Family | Interior Common Areas
- Multi-Family | Exterior Common Areas



## Single and Multi- Units | Exterior

### Combustible Storage

- Combustible materials (i.e. paint, gasoline, etc.) are stored properly

### Address

- Building address is visible from street
- Individual numbers in the address are at least four inches tall

### Building Exterior/Yard Maintenance

- Roof and siding in good condition
- Sidewalks and steps maintained
- Yard/landscaping maintained (mowed or plowed) and free of junk and debris
- Painted surfaces are free of chipping/peeling

### Decks

- Guardrails present on any decking over 30 inches from ground
- Decks free of grills, where applicable
- Decks structurally sound (no holes, no rotting)

### Vehicles/Outdoor Storage

- Yard and exterior free of prohibited items
- All vehicles parked on the property are operable, licensed and properly parked

## Contact Information

### City of Burnsville

100 Civic Center Parkway  
Burnsville, MN 55337-3817  
952-895-4400

### Rental License & Code Enforcement

100 Civic Center Parkway  
Burnsville, MN 55337-3817  
952-895-4440

### Fire Department Administration

952-895-4570

### Police Department Administration

952-895-4600

For more information visit

[www.burnsville.org/property](http://www.burnsville.org/property)

## Multi-Family | Interior Common Areas

### Emergency Contacts and Fire Department Key Box

- Up-to-date emergency contact numbers
- Fire Department box contains all necessary keys

### Fire Extinguisher

- Fire extinguishers are visible, accessible with valid inspection dates
- Extinguisher cases are free of broken or chipped glass

### Fire Safety Features

- Emergency lights, exit signs and fire doors are maintained and operable

### Stairs and Guardrails

- Carpeting on stairs is secure
- Handrails are present and secure

### Pool Chemicals

- Pool chemicals stored properly

## Multi-Family | Exterior Common Areas

### Dumpsters

- Dumpsters are located away from building and wall openings

### Fire Lanes

- Fire lanes are posted and well maintained

### Hydrants and Sprinklers

- Hydrants and sprinkler systems are well maintained

### Utility Meter

- Utility meters are protected from potential vehicle damage

### Garbage/Recycling

- A garbage and recycling service is in place
- Containers are stored in approved enclosures

### Laundry Rooms

- Laundry rooms maintained and properly ventilated
- All surfaces are water-tight

### Pool Chemicals

- Pool chemicals stored properly