



2017 Application for New Rental Business License or Rental Renewal

100 Civic Center Parkway * Burnsville, Minnesota 55337-3817 *952-895-4440 *www.burnsville.org/property

Government Data Practices Act-Tennessean 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.)

*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 Manager Information for this 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 2/28/2017

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.

SINGLE FAMILY FEES		
New conversion fee- new rental license or previously expired or closed license more than one year.		\$500.00 per application
Renewal fee for single family home; town home or condo unit		\$160.00 per unit
Renewal fee for a duplex unit per side rented		\$160.00 /\$320.00
MULTIFAMILY FEES ARE LISTED BELOW:		
Multi-family dwellings (apartments, independent and assisted living)	\$135.00 Per building	& Per unit fee \$11.00
Multi-family townhome	\$85.00 Per building	& Per unit fee \$11.00
Manufactured home units (owned by the park)	\$260.00	& Per unit fee \$45.00

FIRE INSPECTION FEES	
Annual fire inspection Fee (common areas only) per building	\$160.00
Fire Re- inspection Fee (common areas only) per building	\$185.00

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.

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 one under 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

02/16/2017

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
Applicant Signature (Required)	Title	Date

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.
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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

100 Civic Center Parkway
Burnsville, MN 55337
(952) 895-4570
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]:	http://youtu.be/elWZ7LsSXBQ
Keep the Burn out of Burnsville [Spanish - Full]:	http://youtu.be/9oSw2G84p98
Keep the Burn out of Burnsville [Russian - Full]:	http://youtu.be/P9Vh-FJDsbI
Keep the Burn out of Burnsville [Somali - Full]:	http://youtu.be/1yTHek-8IyY

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>

License & Inspection Fees

Individual unit conversion fee \$500

New single family, twin home, condo, townhouse and manufactured home. Previously expired or closed license more than one year.

Individual unit \$160

(Single family homes, twin homes, condo, townhouse, and manufactured home).

Multi-family dwellings \$135

(Apartments, independent and assisted living).

Apartment complex per unit \$11

(In addition to building charge)

Townhome complex per building \$85

Townhome complex per unit \$11

(In addition to per building charge)

**Manufactured home park \$260
(Only if park owns and rents dwelling units).**

Manufactured home park per unit \$45
(Only for dwelling units owned and rented by the park).

Rental license re-inspection fee for any type of unit \$185

Annual fire inspection common area \$160

Fire re- Inspection fee \$185

Important Note:

This list contains commonly found violations. It is not intended to be a comprehensive list of all violations that could occur. If you have questions about a specific situation, please contact us at 952-895-4440 or visit www.burnsville.org/property

CITY OF BURNSVILLE, MN

Rental Property Inspection Checklist

City of Burnsville

City Hall

100 Civic Center Parkway
Burnsville, MN 55337-3817
Phone: 952-895-4400
www.burnsville.org/property

Rental License & Code Enforcement

Phone: 952-895-4440

Fire Department

9-1-1
Administration: 952-895-4570

Police Department

9-1-1
Administration: 952-895-4600



RENTAL LICENSE & CODE ENFORCEMENT

100 Civic Center Parkway
Burnsville, MN 55337-3817
Phone: 952-895-4440
www.burnsville.org/property

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

SINGLE & MULTI UNITS — INTERIOR

Ceiling

- Is the ceiling free of water damage, cracks or peeling?

Electrical Issues

- Are all outlets/switch plate covers present, secured, and is all wiring concealed?
- Is the proper wiring being used? No extension cords, splitters, etc.
- Is the electrical panel and/or electrical room labeled and accessible? 3ft clearance to panel and inspection sticker.

Floors

- Are floors free of holes, cracks and tripping hazards?
- Do bathrooms/kitchens have water tight surfaces?

Food Storage/Preparation

- Are cabinet doors/drawers/hardware in good condition?
- Is the kitchen sanitary?

Furnace/Air Conditioner

- Are heating appliances and air conditioners operable, with secure gaskets and handles?
- Are the controls/thermostats easily accessible?

Refrigerator

- Is refrigerator operable, with secure gaskets and handles?

Sink/Wash Basin

- Do sinks and wash basins have cleanable, water tight surfaces free of chips/cracks and leaks?

Smoke/Carbon Monoxide Detectors

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

Stove/Range/Oven

- Are burners/oven elements operable and door gaskets in good condition?
- Adjacent countertops below stove top cooking surfaces?

Tubs/Showers/Toilets

- Are washable and watertight surfaces present around the tub, shower, floor and toilet?
- Are all plumbing fixtures operating properly?

Ventilation

- Are operable bath fans in place if a bathroom window is not present?
- Does kitchen ventilation work—mechanical fans or windows open freely?
- Is dryer vented through rigid metal or other approved flexible venting materials directly outside? (Plastic venting is prohibited).

Walls

- Are walls free of holes or water damage?

Windows/Patio Doors

- Do windows and doors open, close and latch freely?
- Are they free from leaks, cracks, and peeling paint?

MULTI— FAMILY INTERIOR COMMON AREAS

Emergency Contacts & Fire Dept. Key Box

- Are emergency contact numbers up to date?
- Does the Fire Department key box contain the appropriate keys?

Fire Extinguishers

- Are fire extinguishers present and not expired?
- Are extinguisher cases free of broken/chipped glass?

SINGLE & MULTI UNITS — INTERIOR

Building Permits— Required for single family homes

- Have the proper building permits been pulled for mechanical, plumbing and electrical items?

Exits and Pathways

- Are exits and pathways clear, maintained and usable?
- Does all illumination in corridors work?

Fire Safety Features

- Are emergency lights, exit signs, fire doors maintained and operable?

Garbage/Recycling

- Is a garbage/recycling service in place?
- Are containers stored in approved enclosures?

Laundry Rooms

- Are laundry rooms maintained?
- Are surfaces watertight?

Pool Chemicals

- Are pool chemicals stored properly?

Stairs & Guardrails

- Is carpeting secure on stairs and are handrails present?

Water Heater

- Is the water heater free of leaks/rust?
- Is a metal or approved drip pipe in place?
- Is it vented properly?

Combustible Storage

- Are combustible materials (i.e. paint, gasoline, etc.) being stored properly?

MULTI— FAMILY EXTERIOR AREAS

Dumpsters

- Are dumpsters located away from buildings and wall openings?

Fire Lanes

- Are fire lanes maintained and posted?

Hydrants and Sprinklers

- Are hydrants and sprinkler systems well maintained?

Utility Meter

- Are utility meters protected from vehicle damage?

SINGLE & MULTI UNITS — EXTERIOR

Address

- Is the building address visible from the street with numbers at least four inches high?

Building Exterior/Yard Maintenance

- Is the roof/siding in good condition?
- Are sidewalks/steps maintained?
- Is the yard/landscaping maintained (mowed or plowed) and free of junk/debris?
- Are painted surfaces free of chipping/peeling?

Decks

- Do decks over 30" tall have guardrails?
- Are decks free of grills?
- Are decks structurally sound? Decking/no holes/rotted in decking?

Vehicles/Outdoor Storage

- Is the yard/exterior free of prohibited items?
- All vehicles parked on the property are operable and licensed?