



Rental Housing License Application

(ONE APPLICATION PER RENTAL PROPERTY)



Rental Property Information		
Site Address:		
Complex Name (if multi-family):		
<input type="checkbox"/> Single Family <input type="checkbox"/> Townhome <input type="checkbox"/> Twin Home <input type="checkbox"/> Duplex <input type="checkbox"/> Triplex <input type="checkbox"/> Fourplex <input type="checkbox"/> Apartment <input type="checkbox"/> Condo		
Total Number of Units:		
Property Owner Information		
Owner:		
<input type="checkbox"/> Sole Proprietor/LLC <input type="checkbox"/> Corporation		
Name(s) of Partners/Corporate Officers:		
Mailing Address:		
Phone:	Cell Phone:	E-mail:
Property Manager		
Name:		
Name of Company:		
Mailing Address:		
Phone:	Cell:	E-mail:
Primary Contact		
<input type="checkbox"/> Owner <input type="checkbox"/> Property Manager		
Preferred Method of Contact: <input type="checkbox"/> Email <input type="checkbox"/> US Postal Mail		
Rental Status		
<input type="checkbox"/> New License <input type="checkbox"/> Transfer <input type="checkbox"/> Renewal <input type="checkbox"/> Licensed Facility (include license) <input type="checkbox"/> Sold – Owner/Occupied		
Fees		
Single Family, Duplex, Triplex, Townhome, or Condo - \$185.00 per unit		
Multi-family (4+ units) - \$175.00 + \$25.00 per unit		
Reinspection fee (after initial inspection and one follow-up inspection) - \$100.00		
Point of Conversion Fee - \$750.00		
<i>Late fees for all licenses</i>		
1 – 15 days late – 50% of license fee		
16+ days late – 100% of license fee		

DATA PRIVACY NOTICE

The data you have supplied on this form will be used to assess your qualifications for a rental license. You are not legally required to provide this data, but we will not be able to grant the license without it. If a license is granted, the data you have supplied will constitute a public record and copies may be issued to anyone requesting them. The required data allows us to distinguish you from other applicants; to identify you in our license files; to verify that you are the person who applied for the license; and to contact you if additional information is required.

CERTIFICATION

I certify the information contained in this form is true to the best of my knowledge; that I have read and understand the conditions under which my rental license may be suspended or revoked according to [Chapters 151.20 - 151.39, Osseo's Rental Housing Inspection Program regulations](#); and that the rental property being licensed complies with applicable codes and ordinances. I hereby agree to notify the City of Osseo within 30 days of any changes in ownership or type of occupancy.

Printed Name
Signature
Date

Payment for your license is due upon receipt of the application. Checks are the preferred method of payment. Please make all checks payable to the *City of Osseo* and return the payment and application to Rum River Consultants at 23306 Cree Street NW, Suite 103, St. Francis, MN 55070. If you desire to pay by credit card, please contact the City of Osseo directly at 763-425-2624 and email the application to rentals@rumrivercc.com.

Office Use Only

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Date Application Received			Current	Outstanding
Date Fees Received		Real Estate Taxes		
<i>Amount Received</i>		Municipal Utilities		
<i>Receipt Number</i>				
Initial Inspection Date		Reinspection Date		
Reinspection Fees		Reinspection Fees Billed	Y	N
Date License Issued		Invoice Number		
<i>License Number</i>				