



City of North Mankato
1001 Belgrade Ave
North Mankato, MN 56003
507.625.4141

RESIDENTIAL RENTAL LICENSE APPLICATION
TRANSFER OF OWNERSHIP

In no event shall a property owner make application for a rental license without the intent of renting the dwelling(s).
This application is to be submitted within fourteen (14) days from the Date of Purchase.

RENTAL PROPERTY ADDRESS: _____
(Only 1 address per application. Duplicate this page if needed)

Number of Rental Units for this Address: _____ **Date of Purchase:** _____

OWNER NAME: _____
(First) (MI) (Last)

MAILING ADDRESS: _____
(Street Address – NO P.O. Box) (City) (State) (Zip)

(Cell Phone) (Work Phone) (Home Phone)

(E-mail)

North Mankato City Code requires a local agent if owner does not live within a 30-mile radius of the city as measured from the Veterans Memorial Bridge.

NAME OF AGENT: _____
(If other than owner) (Company Name) (Contact Name)

MAILING ADDRESS: _____
(Street Address – NO P.O. Box) (City) (State) (Zip)

(Cell Phone) (Work Phone) (Home Phone)

(E-mail)

Current Number of off-street parking spaces: _____. A minimum of 2 compliant off-street parking spaces will be required for each unit. All off-street parking spaces shall be hard-surfaced. If there is a garage on the property and is counted as part of the 2 off-street parking spaces, the garage must be made clear and available for tenants to park a vehicle(s) inside.

Requirement for all Applications

Please read the statements below, initial where required, and sign and date.

****Meter – In accordance with Ordinance No. 154, Section 151.21 Water Meters**

All properties required to obtain a residential rental license must obtain and install automatic read meters. If the property does not comply with these provisions, the rental license shall not be issued, and if a rental license has been issued, it shall not be renewed. The property shall not qualify for a new or renewed rental license until it complies with the provisions of this code section.

I hereby grant permission to the City of North Mankato to make inspections of the structure listed herein to determine its compliance with all applicable codes. I agree to maintain a clean, safe, sanitary residential dwelling. I understand that my failure to comply with these requirements may result in a monetary fine or revocation of the license. I hereby certify that the agent listed herein (if any) is authorized to receive correspondence, license renewals, summons and complaints on behalf of the owner. The owner and/or agent agree to promptly notify the City of any change in tenant occupancy, change of agent or transfer of ownership.

Applicant's Initials

I understand it is my responsibility to contact a city inspector **within twenty (20) days** from the date of application to schedule the initial inspection of the property. _____

Applicant's Initials

I understand that failure to complete any necessary code requirements **within the time-frame issued by the Inspection Official** will result in this application being withdrawn and the existing license will become void. It will then be necessary for me to apply for a new residential rental license. _____

Applicant's Initials

I understand that this application has been submitted for the purpose of transferring an existing rental license and that such submittal does not constitute an automatic granting of a transfer. _____

Applicant's Initials

I hereby certify that all information contained herein is true and accurate.

Applicant's Signature _____ **Date** _____

Applicant's Printed Name _____

OFFICE USE ONLY

Date Application Received: _____ Application Tenant List

Initial Inspection Completed: _____

Corrections (if any) Due By: _____

License Transferred On: _____

Passed Inspection on: _____

Tenant List

This sheet must be completed and submitted with the application.

Rental Property Address: _____
(Only 1 address per application. Duplicate this page if needed)

Zoning District: _____

If the property is located in an R-1 or R-2 district, the occupancy of the property is limited to family-traditional or family-functional. Other types of occupancies are not allowed in the R-1 & R-2 districts. (see definitions below)

1. Family-traditional. A traditional family means one or more persons related by blood or marriage residing in a single dwelling unit.
2. Family-functional. A functional family means a collective group of unrelated persons residing in a single dwelling unit, limited to not more than two adult persons, together with their traditional family members of any age.

151.20 REQUIRED TENANT OCCUPANCY

(A) In no event shall a property owner make application for a rental license without the intent of renting the dwelling(s). In no circumstance will a rental license be issued without the owner first submitting a tenant list documenting who will reside in rental property.

I have read the above and understand the occupancy limits associated with this property _____
Applicant's Initials

Number of Rental Units for this Address: _____

Rental Unit # _____ Check here if this unit is currently vacant of any tenants
Check here if this unit is owner occupied

Total # of Persons in unit: _____ # of Children in unit under age 18: _____

<u>Names of All Adults in unit – both first and last name</u>	<u>Phone #</u>
_____	_____
_____	_____
_____	_____
_____	_____

Rental Unit # _____ Check here if this unit is currently vacant of any tenants
Check here if this unit is owner occupied

Total # of Persons in unit: _____ # of Children in unit under age 18: _____

<u>Names of All Adults in unit – both first and last name</u>	<u>Phone #</u>
_____	_____
_____	_____
_____	_____
_____	_____

Rental Unit # _____ Check here if this unit is currently vacant of any tenants
Check here if this unit is owner occupied

Total # of Persons in unit: _____ # of Children in unit under age 18: _____

<u>Names of All Adults in unit – both first and last name</u>	<u>Phone #</u>
_____	_____
_____	_____
_____	_____
_____	_____