



DATE: 2017
TO: Rental Housing Applicants
FROM: Lisa Luing, Accounting Clerk
RE: Rental Housing Maintenance Code Application

The City Council adopted a Rental Housing Maintenance Ordinance, which was effective May 18, 2015, which established a rental inspection system and a non-compliance procedure that will set out responsibilities for both the tenants and landlords. A yearly fee of \$15.00 per unit was established to cover the random inspections that will be made throughout the year. You may go to the City's website at www.cityoflittlefalls.com, under City Code & Ordinances, Chapter 10, Section 10.40 to view it or you may request a copy to be mailed to you.

City ordinance provides for rental property to be licensed and inspected. Violation of the code is a misdemeanor which is punishable by 90 days in jail or \$1,000 fine.

Following, is the Rental License Application please return the completed application to City Hall **as soon as possible**. Upon receipt a Rental Property License will be mailed to you. For information regarding rental property, we suggest reviewing the booklet "Landlords and Tenants: Rights and Responsibilities".

Thank you for your cooperation and if you have any questions, please feel free to contact me at City Hall P O Box 244 Little Falls MN 56345, email or call me at (320) 616-5500.



RENTAL PROPERTY LICENSE APPLICATION
P.O. BOX 244 – 100 Northeast Seventh Avenue – Little Falls MN 56345
Phone (320) 616-5500

Rental Property Information:

Address: _____

Parcel Number: _____

Little Falls MN 56345

UB Account Number: _____

Owner Information:

Manager Information:

Name: _____

Name: _____

Address: _____

Address: _____

City, State, Zip Code: _____

City, State, Zip Code: _____

Phone Number: _____

Phone Number: _____

Number of Rental Units _____ x \$15.00 = _____

Owner Occupied/Business Units _____ x \$0.00 = no charge

Number of:

1 Bedroom Units _____

2 Bedroom Units _____

3 Bedroom Units _____

4 Bedroom Units _____

5 Bedroom Units _____

6 + Bedroom Units _____

Mobile Homes in Park _____

If this is a care facility and is licensed by the State of Minnesota, provide the City Of Little Falls with a copy of your state license and you will be exempt from the fees.

I certify that the above information is true and correct and that I have rental property at the above address. Written notice must be given to the City within five business days following any changes to the information stated above (owner status, property sold, etc.)

I have received the Fair Housing information from the city and have trained or provided my staff with training or information about the material to be valid for the year 2017.

Signature _____ **Date** _____

OFFICE USE ONLY - PLEASE DO NOT WRITE IN THIS SPACE

Rental Fees \$15.00 per Unit

Total Amount Paid _____

Date Received _____

Receipt Number _____