



Rental Housing License Application

(ONE APPLICATION PER RENTAL PROPERTY)



Rental Property Information

Site Address:

Complex Name (if multi-family):

Single Family Townhome Twin Home Duplex Triplex Fourplex Apartment Condo

Total Number of Units:

Property Owner Information

Owner:

Sole Proprietor/LLC 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

Owner Property Manager

Preferred Method of Contact: Email US Postal Mail

Rental Status

New License Transfer Renewal Licensed Facility (include license) 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

Late fees for all licenses

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 also have been provided the Rental Housing Pre-Inspection Checklist and have reviewed this document. 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.