



APPLICATION FOR RENTAL DWELLING LICENSE

NEW LICENSE RENEWAL LICENSE

(Office use only) <hr style="border: 0; border-top: 1px solid black; margin: 5px 0;"/> Received Initials/Date _____ License Number: _____

RENTAL DWELLING ADDRESS: _____

Townhouse Duplex Apartment
 Number of units _____

Fees: \$69 for 1 or 2 units
 \$69 + \$15 per unit for 3 or more units
 Fees may be reduced by participating in the STAR program

MAKE CHECKS PAYABLE TO: THE CITY OF LINO LAKES

Each address must have a separate application.

OWNER INFORMATION

Owner's Full Name _____ Phone number _____
 Address: _____
 City, State, and Zip: _____
 E-mail: _____

AGENT/EMERGENCY CONTACT INFORMATION

(If different from owner)

Company: _____ Phone number _____
 Contact Person: _____ Phone number _____
 Address: _____
 City, State, and Zip: _____
 E-mail: _____

If the rental dwelling is being sold on a contract for deed, list the names and address of all vendees:

Notice to applicants:

- A. You must notify us in writing within five business days of any transfer of legal control and/or of any change of information in this application.
- B. Copies of the Lino Lakes Housing Maintenance Code are available from the city or available on the web site (<https://linolakes.us/>). Owners, agents, and managers should be familiar with its provisions.

If this is a multi-building complex, complete the following:

Number of buildings in the complex: _____
Number of units in each building: _____
Total number of Occupants: _____
Number of toilet and bath facilities shared by the occupants of two or more units: _____
Height of the multiple dwelling in stories: _____
Construction of the exterior of the building: _____
Total floor area of the building: _____
Total area provided on premises for off-street parking: _____

An inspection of your rental property is required before a license will be issued. Upon receipt and approval of the application, you will be contacted to schedule an inspection.

The undersigned hereby applies for a Rental Dwelling License as required by city ordinance; acknowledges that the provisions of the Housing Maintenance Code, Chapter 1009, have been reviewed; and attests that the subject premises will be operated and maintained according to the requirements contained therein, or be subject to applicable sanctions and penalties. The undersigned further agrees that the subject premises may be inspected by the city Enforcement Officer as provided in Section 1009.06 of the ordinance. The applicant further certifies that all statements in this application are true and authorizes the City of Lino Lakes to investigate any or all statements contained herein. The applicant also acknowledges that the misrepresentation or the omission of facts called for will be just cause for the suspension or revocation of the license.

_____/_____
Owner's Signature Date

**RENEWAL OF RENTAL DWELLING LICENSE IS
REQUIRED EACH YEAR AND MUST BE SUBMITTED FORTY-
FIVE DAYS PRIOR TO EXPIRATION OF CURRENT LICENSE.
FAILURE TO DO SO WILL RESULT IN AN ADDITIONAL
FEE EQUAL TO 100% OF THE LICENSE FEE.**



Participating in the STAR Program is free and can mean reduced license fees for property owners.

Please check and sign off on the level of participation your property will meet. You must check at least one box.

PROPERTY ADDRESS: _____

Non-STAR Program: *Property violations will not be discounted; license fees will not be discounted. Property will not qualify for discounts on seasonal banners.*

I elect not to participate in the STAR Program at the above listed property.

Signature: _____ Date: _____

STAR - Level C:

- I agree to utilize a Crime Free Housing lease addendum or equivalent
- I will provide the City a copy of rental criteria regarding persons with criminal backgrounds
- I will provide a copy of Third Party Background Check procedures for tenants to the city upon request
- I will provide a copy of Third Party Background Check procedures for employees/managers to the city upon request
- I agree to allow the City of Lino Lakes to be involved in evictions of tenants that become a nuisance to the property (*please initial: _____*)
- I agree to allow the City of Lino Lakes to enforce traffic laws upon my property (*please initial: _____*)

I agree to the above conditions, and understand that failure to comply with any of these conditions will result in non-STAR level penalties to be assessed against the above listed property.

Signature: _____ Date: _____

The license fee will be reduced by 25% at Level C.

STAR - Level B: *Achieve Level C and add the following:*

- I will host an annual National Night Out party
- I or my staff will attend 25% of Multi-housing Coalition and STAR meetings
- I will provide the City copies of HUD and/or Insurance Inspection Reports
- I will have property managers attend City Crime Free Multi-Housing training

I agree to the above conditions, and understand that failure to comply with any of these conditions will result in STAR Level C penalties to be assessed against the above listed property.

Signature: _____ Date: _____

The license fee will be reduced by 50% at Level B

STAR - Level A: *Achieve Level B and add two of the following (please check the two you intend to achieve)*

- 50% attendance at Multi-housing Coalition and STAR meetings
- Property Manager training greater than 10 hours/year by MMHA or equivalent as approved by the City and STAR participants
- Property managers certified by MMHA or as approved by the City and STAR participants
- Multi-Housing Crime Free Certification by the City

The license fee will be reduced by 75% at Level A

I agree to the above conditions, and understand that failure to comply with any of these conditions will result in STAR Level B penalties to be assessed against the above listed property.

Signature: _____ Date: _____

Approval by Police Department: _____