

Rental Dwelling License Application—\$125 License Fee Page 1 of 2

License Type Information

<input type="checkbox"/> New Rental	<input type="checkbox"/> Renewal License	<input type="checkbox"/> Has other rental property in Golden Valley _____
Is tenant a family member?	<input type="checkbox"/> No	<input type="checkbox"/> Yes <i>Please specify:</i> _____

Rental Property Information

Rental Property Address			
Type of Dwelling (select one)			
<input type="checkbox"/> Single Family	<input type="checkbox"/> Condo/Townhome	<input type="checkbox"/> Duplex/Twinhome	

Property Owner Information

Type of Ownership			
<input type="checkbox"/> Individual	<input type="checkbox"/> Partnership	<input type="checkbox"/> Corporation	<input type="checkbox"/> Contract for Deed
Property Owner's Name(s)		Business Name (if applicable)	
Property Owner's Street Address	City	State	ZIP
Home Phone	Cell Phone	Work Phone	
Email Address(es)			

Rental Dwelling Agent (Required)

If owner does NOT live in Anoka, Carver, Dakota, Hennepin, Ramsey, Scott, Sherburne, Washington or Wright County, a dwelling agent, who resides within these counties, shall be designated by the owner to be legally responsible for compliance with Golden Valley rental ordinances.

Manager/Management Company Information

Management Company		Agent	
Street Address	City	State	ZIP
Company Phone	Agent Phone		
Email Address			

Emergency Information

Provide in case owner or management cannot be reached.

Emergency Contact Name	Phone
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Tenant Inquiries & Complaints To Be Processed Through: Owner OR Agent

License Renewal/City Mailings To Go To: Owner OR Agent

Important Information

- **Data Practices Advisory:** The data you supply in this application will be used to assess your qualifications for a license and will become public data under the Minnesota Government Data Practices Act when received by the City of Golden Valley. This data is not legally required, but the City will not be able to grant the license without it. The data is needed to distinguish this application from others, to identify this application in City license files, to verify the identity of the applicant, to contact the applicant if additional information is required, and to determine if the applicant meets all ordinance requirements. Under Minnesota law (M.S. 270.72), the City may be required to provide the business tax identification number and social security number of each applicant to the Minnesota Commissioner of Revenue.
- **NOTE:** Per City Ordinance No.435 Section 2.1, all licenses will **not** be issued/renewed until all fees, charges, taxes, special assessments, and other debts or obligations that are due from the applicant are paid in full. This means the City of Golden Valley water and sewer utility bill also needs to be **paid in full** before licenses are renewed; **no amount can be certified.**
- Every Licensee shall promptly notify the Fire Inspector (763-593-8057) of any changes in the names, addresses and other information concerning the person(s) listed on the application **within 5 days of the change.** This license is NOT transferrable to another person or to another rental dwelling unit.
- In the act of filing this application with the City of Golden Valley, the owner or agent of the rental dwelling unit(s) agrees to permit inspections. The minimum standard to be used for inspections can be found in City Code 4.60.
- All tenant leases **must** contain crime free multi-housing or equivalent language as found in the city rental housing ordinance.
- All property owners **must** conduct a criminal background check and a criminal and civil court records check on all prospective tenants and maintain a current register of tenants. This information must be available for review by the City upon request.
- **Property owners or managers who own or operate more than one rental unit:** Mandatory Crime Free Multi-Housing (CFMH) training is **required** and must be completed within one year of the issuance of a new rental housing license. A copy of CFMH Certificate must be included with license application.
- **Department of Revenue Information form MUST be included with application for ALL NEW Rental Licenses.**

Signature

The undersigned acknowledges that this application has been read and that the information provided on this application is accurate and agrees to comply with all the ordinances and laws of the City of Golden Valley rental dwelling code.

Signature of Owner X	Print Name	Date
Signature of Agent (if applicable) X	Print Name	Date

Make check payable to **City of Golden Valley** and mail to:

Golden Valley Fire Department
Attn: Jill Lund
7800 Golden Valley Rd
Golden Valley, MN 55427

Staff Use Only

Utilities owed to City? No Yes Date Received _____

Crime Free Certificate _____



This document is available in alternate formats upon a 72-hour request. Please call 763-593-8006 (TTY: 763-593-3968) to make a request. Examples of alternate formats may include large print, electronic, Braille, audiocassette, etc.

