

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

## License Type Information

New rental     
  Renewal license     
  Has other rental property in Golden Valley \_\_\_\_\_

Is tenant a family member?  No       Yes. Please specify: \_\_\_\_\_

## Rental Property Information

Rental property address

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Type of dwelling (select one)

Single Family     
  Condo/Townhome     
  Duplex/Twinhome

## Property Owner Information

Type of Ownership

Individual     
  Partnership     
  Corporation     
  Contract for Deed

Property owner's name(s)	Business name (if applicable)	
Property owner's street address		ZIP
Home phone	Cell phone	Work phone
Email(s)		

**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	
Address		ZIP
Company phone	Agent phone	
Email		

## Emergency Information

Provide in case owner or management cannot be reached.

# Rental Dwelling License Application

Name	Phone
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Tenant inquiries & complaints to be processed through:  Owner  Agent

License renewal/City mailings to go to:  Owner  Agent

### Data Practices Advisory

The City of Golden Valley will use the data you supply in this application 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 City needs this data 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.

Per Golden Valley City Code, Section 2-3, 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 Chapter 16, Art. III.

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 <b>X</b>	Print name	Date
Signature of agent (if applicable) <b>X</b>	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 \_\_\_\_\_



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# Tax Identification Form

## License Applicant:

Pursuant to \*Minnesota Statue 270C.72 Tax Clearance: Issuance of Licenses, the licensing authority is required to provide the Minnesota Commissioner of Revenue your Minnesota business tax identification number and the Social Security number of each license applicant. Under the Minnesota Government Data Practices Act and the Federal Privacy Act of 1974, we are required to advise you of the following regarding the use of this information:

1. This information may be used to deny the issuance, renewal or transfer of your license in the event you owe the Minnesota Department of Revenue delinquent taxes, penalties or interest.
2. Upon receiving this information, the licensing authority will supply it only to the Minnesota Department of Revenue. However, under the Federal Exchange of Information Agreement the Department of Revenue may supply this information to the Internal Revenue Service.
3. Failure to supply this information may jeopardize or delay the processing of your licensing issuance or renewal application.

Please supply the following information and return along with your application to the agency issuing the license. **Do not return to the Department Of Revenue.**

## Sole Proprietors ONLY

Applicant's name

Address

City

State

Zip

Phone number

Social Security number

## Partnerships, LLCs, Corporations ONLY

Business name

Address

City

State

Zip

Phone number

Minnesota Tax ID number

Federal Tax ID number

If a Minnesota Tax ID number is not required, please explain:

**DATA PRACTICES ADVISORY:** In connection with your request for a license, the City has asked that you provide information about yourself which may be classified as private, confidential, nonpublic, or protected nonpublic under the Minnesota Government Data Practices Act. This means that this data is not ordinarily available to the general public. Accordingly, the City is required to inform you of the following:

1. The purpose and intended use of the information requested is to determine if you or an applicant affiliated with you is eligible for a license from the City of Golden Valley.
2. You are not legally obligated to supply the request information.
3. The known consequences of supplying the requested information is that the information or further investigation could disclose information which could cause the license application to be denied.
4. The known consequences of refusing to supply the requested information is that the application for a license cannot be processed.
5. A criminal charge, arrest, or conviction will not necessarily bar you from obtaining a license with the City, unless the conviction is related to the matter for which the license is sought, according to Minnesota Statute 364.03. However, failure to reveal the requested criminal information will be considered falsification of the application and may be used as grounds for the denial of the application.
6. Other governmental agencies necessary to process your application are authorized by law to receive the information provided.
7. The City is required by law to furnish some of this information to the Department of Labor and Industry and the Minnesota Commissioner of Revenue.

## 270C.72 Tax Clearance; Issuance Of Licenses. \*2008 Minnesota Statutes Subd. 4. Licensing authority; duties.

All licensing authorities must require the applicant to provide the applicant's Social Security number and Minnesota business identification number on all license applications. Upon request of the commissioner, the licensing authority must provide the commissioner with a list of all applicants, including the name, address, business name and address, Social Security number, and business identification number of each applicant. The commissioner may request from a licensing authority a list of the applicants no more than once each calendar year.

Signature

Print Name

Date

X



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**LEASE ADDENDUM FOR CRIME-FREE/DRUG-FREE HOUSING**

In consideration of the execution or renewal of a lease of the dwelling unit identified in the lease, Owner and Resident agree as follows:

1. Resident, any members of the resident's household, or a guest or other person under the resident's control shall not engage in illegal activity, including drug-related illegal activity, on or near the said premises. "Drug-related illegal activity" means the illegal manufacture, sale, distribution, purchase, use, or possession with intent to manufacture, sell, distribute, or use of a controlled substance (as defined in Section 102 or the Controlled Substance Act [21 U.S.C. 802]) or possession of drug paraphernalia.
2. Resident, any member of the resident's household, or a guest or other person under the resident's control shall not engage in any act intended to facilitate illegal activity, including drug-related illegal activity, on or near the said premises.
3. Resident or members of the household will not permit the dwelling to be used for, or to facilitate, illegal activity, including drug-related illegal activity, regardless of whether the individual engaging in such activity is a member of the household.
4. Resident or members of the household will not engage in the manufacture, sale, or distribution of illegal drugs at any locations, whether on or near the dwelling unit premises or otherwise.
5. Resident, any member of the resident's household, or a guest or other person under the resident's control shall not engage in acts of violence or threats of violence, including but not limited to the unlawful discharge of firearms, prostitution, criminal street gang activity, intimidation, or any other breach of the rental agreement that otherwise jeopardizes the health, safety, or welfare of the landlord, his agents, or tenants.
6. VIOLATION OF THE ABOVE PROVISIONS SHALL BE A MATERIAL VIOLATION OF THE LEASE AND GOOD CAUSE FOR TERMINATION OF TENANCY. A single violation of any of the provisions of this added addendum shall be deemed a serious violation and material non-compliance with the lease.

It is understood and agreed that a single violation shall be good cause for termination of the lease. Unless otherwise provided by law, proof of violation shall not require criminal conviction but shall be by the preponderance of the evidence.

7. In case of conflict between the provisions of this addendum and any other provisions of the lease, the provisions of the addendum shall govern.
8. This LEASE ADDENDUM is incorporated into the lease executed or renewed this day between Owner and Resident.

\_\_\_\_\_  
(Resident)

\_\_\_\_\_  
(Resident)

\_\_\_\_\_  
(Resident)

\_\_\_\_\_  
(Resident)

Date Signed: \_\_\_\_\_

\_\_\_\_\_  
(Owner / Management)

Date Signed: \_\_\_\_\_

Resident(s) acknowledge receipt of this addendum by signature of this document

## Rental Housing Inspection Checklist-Interior

### Security

- Locks on ground floor windows
- Exterior door locks (interior keyed deadbolts are prohibited)

### Doors and Windows

- Operational windows must have screens
- Exterior doors solid core or insulated
- All doors must be operational
- All garage doors must be operational

### Ceiling

- Water damage
- Cracks or chipping
- Acceptable general condition

### Walls

- Holes in walls
- Cracks or chipping
- Water damage

### Flooring

- Free of cracks/holes/rips etc
- Free of tripping hazards

### Stairs

- Carpeting is secure
- Handrails on all stairways
- Must be illuminated

### Tub/Shower

- Washable and water tight surface around tub and floor

### Toilet

- Free of chips and cracks
- Properly secured to floor
- Sanitary conditions
- Flushes correctly

### Ventilation

- Bath fan installed and operable if no window

### Electrical

- All outlets/switches have plates
- All wires concealed
- No extension cords used with appliances
- GFCI to code

### Smoke Detector/CO Detector

- Present and functioning on every floor and in every bedroom
- Carbon monoxide detectors within 10 feet of every bedroom

### Fire Extinguisher

- Fire extinguisher

### Furnace/Air Conditioning

- Venting free of rust and fully operational

### Water Heater

- Verify relief valve
- Free of leaks

### Washer/Dryer

- Gas dryer must have shut-off valve
- Dryer must have metal ductwork to exterior
- Washer must have water shut off

### Dishwashers

- Permanently installed to code
- Clean and sanitary condition
- Seals in good working order

### Sink/Wash Basin

- Free of chips and cracks
- Sink area water tight and washable surface
- Hot and cold water

### Stove/Range/Oven

- All burners and oven elements operable
- Oven gasket in good condition
- Gas range must have shut off valve

### Refrigerator

- Fully operational, with secure gaskets

### Food Storage/Preparation

- Cabinet doors and drawers with hardware
- Kitchen sanitary—no accumulated garbage

### Note:

This list includes the major items covered in an inspection but may not be totally inclusive of all items.

The property owner or agent is responsible for notifying tenant at least 24 hours before an inspection.

Permits may be required to complete work. Contact Inspections at 763-593-8090 for further information.



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## Rental Housing Inspection Checklist-Exterior

### Yard Maintenance

- Trees and shrubs trimmed and maintained
- Grass trimmed to less than eight inches high

### Driveways and Parking

- General condition
- All vehicles must be parked on hard surface
- All vehicles must have current tabs and be operational

### Accessory Building(s)

- General condition
- Location

### Refuse Storage

- Approved covered containers
- Containers not visible from street

### Fences/Retaining Walls

- General condition

### Building Exterior

- Roof
- Siding
- Windows
- Doors
- Foundation
- Chimneys/vents
- House numbers
- Gutters/downspouts
- Fascia/soffits

### Decks/Patios

- Decks 30 inches or higher have guardrails
- Decks with three or more steps have handrails
- Handrails and guardrails are secure

### Note:

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