



City of Shoreview
 Attn: Community Development Department
 4600 N. Victoria Street
 Shoreview MN 55126
 Phone (651) 490-4600 / Fax (651) 490-4696

General Dwelling Rental License Application

Circle One: **New License** **Renewal**

RENTAL PROPERTY ADDRESS: _____
RENTAL LICENSE NUMBER _____

OWNER
First: _____
Middle Initial: _____
Last: _____
OWNER ADDRESS: _____ _____ _____
OWNER PHONE NUMBER: _____
OWNER FAX NUMBER: _____
OWNER E-MAIL _____

RESIDENT AGENT
(Note: If the owner resides outside of the Metro Area a Resident Agent is required.)
AGENT NAME: _____
AGENT ADDRESS: _____ _____ _____
AGENT PHONE NUMBER: _____
AGENT FAX NUMBER: _____
AGENT E-MAIL _____

<i>FEES</i>
<i>Annual License: \$75.00</i>
<i>Late Renewal Application: \$75.00</i>
Fees are non-refundable

Additional Owners: (circle one)
Individual Partnership Corporation Company

Name:	_____
Address:	_____
City/State/Zip:	_____
Phone:	_____

<u>Office Use Only</u>
Rental # _____
Received _____
Processed _____
Mailed _____
Type of Payment:
Check ____ (Check # _____)
Credit Card _____
Cash _____

The undersigned hereby applies for a general dwelling rental license; attests that all real estate taxes and municipal utility bills are paid in full; and attests the subject premises will be operated and maintained according to the requirements contained in Chapter 714 of the Municipal Code, subject to applicable sanctions and penalties. The undersigned further agrees the subject premises may be inspected by the City Manager's designee.

Signature of Applicant

FILING REQUIREMENTS

THE FOLLOWING ITEMS MUST BE SUBMITTED:

1. Completed application form.
2. Application fee. Check made payable to the City of Shoreview. The application fee is non-refundable.

DEFINITIONS

- (A) Agent. A person designated in writing by the Owner as the Owner's representative.
- (B) Dwelling. A building or one or more portions thereof occupied or intended to be occupied for residential purposes; but not including rooms in motels, hotels, nursing homes, boarding houses, tents and recreational vehicles.
- (C) Dwelling Unit, General ("GDU"). A dwelling unit located in a building containing dwelling units that may be detached, attached side-by-side, stacked ceiling to floor and/or having a common entrance and do not have common ownership.
- (D) Dwelling Unit, Multi-Family ("MFD"). A community, complex or building containing eleven (11) or more dwelling units that may be attached side-by-side, stacked ceiling to floor and/or have a common entrance and have a common owner.
- (E) Owner. A person who is the recorded or unrecorded owner of the dwelling unit.
- (F) Rent. To permit occupancy of a dwelling unit by a person other than the legal Owner thereof, pursuant to a written or unwritten agreement, whether or not a fee is required by the agreement.
- (G) Rental Dwelling. A dwelling unit that has been rented, but excluding accessory apartments and boarding rooms where the Owner of the dwelling unit is an occupant.

GENERAL PROVISIONS

Further information is available at www.shoreviewmn.gov

License Terms: All dwelling unit rental licenses shall expire on December 31st of each year except as otherwise provided herein or in cases of suspension or revocation.

Resident Agent Required. Owners who do not reside within the counties of Anoka, Carver, Chisago, Dakota, Hennepin, Ramsey, Scott, Washington Counties ("The Metro Area") must appoint an agent who does reside within the Metropolitan area to be responsible for the maintenance of the dwelling unit, receipt of service of notice of violation, receipt of compliance order, institution or remedial action to effect such order, and acceptance of all service of process pursuant to law, the City Manager shall be notified in writing of any change in the identification of the agent within five (5) business days of such change.

License Issuance. The City shall issue a dwelling unit rental license if the dwelling unit, is in compliance with the provisions of this Chapter and the real estate taxes and municipal utility bills for the dwelling unit have been paid. Real estate taxes will not be considered to be due and payable for the purposes of this Section while a proper and timely appeal of such taxes is pending and is diligently pursued to completion by the licensee.

Section 714 Rental Licensing, Municipal Code