

APPLICATION FOR RENTAL DWELLING LICENSE

The information requested is required by Cottage Grove City Code Title 9, Chapters 13 and 14.
Please print or type. Use additional sheets as necessary.

Dwelling Address: _____

Owner/partner/corporate officer:

Name: _____

Address: _____
Street City/State Zip

Phone: _____ Cell: _____

Email: _____

Property Manager or Management Company:*

Name(s): _____

Address: _____
Street City/State Zip

Phone: _____ Cell: _____

Email: _____

Describe the process for tenant inquiries and complaints:

** Property owners who do not reside in Minnesota counties of Hennepin, Ramsey, Anoka, Carver, Dakota, Scott, or Washington are required to have a resident agent who does reside within those Minnesota counties listed above.*

Type of rental dwelling unit:

Single-family **Twinhome/Duplex** **Townhome**

Multi-family dwellings:
 Total number of buildings: _____ Total number of rental dwelling units: _____

Fee Calculation:

Single-family dwelling: \$180.00 biennially

Townhome/Twin home/Duplex: \$180.00 per rental unit biennially

- If a current Homestead Declaration has been filed with the Assessor, do not include that unit in the fee calculation.
- If the unit is rented in the future, it must be licensed and a fee paid.

Multi-family apartment dwelling: \$100.00 per building plus \$10.00 per unit

Payment amount: \$ _____

Checks should be made payable to the City of Cottage Grove and presented/mailed with this application form to the above address.

Notice to Applicants:

- All Owners and Managers listed on the application must submit a public criminal history report from the Minnesota Bureau of Criminal Apprehension along with their application and payment.
- Owners of rental properties are required to include a crime-free addendum in their leases.
- The Owner or Owner’s Property Manager listed on the application must be present during the inspection and must permit free access and entry for inspection purposes. If an Owner or Manager is not present, the inspection will not be conducted and a re-inspection fee will be charged.
- A re-inspection fee of \$50 will be charged for any and all inspections required beyond the initial inspection of the property.
- The Building/Housing Official must be notified in writing within five business days of any transfer of legal control. Please include the purchaser’s name, address, and telephone number.
- Owners of rental properties consisting of three or more dwelling units must conspicuously post the current license in the main entryway in a frame with a glass or plastic cover.
- The Housing Maintenance Code (Title 9, Chapter 13) is available from the City and is posted on the City’s website at www.cottagegrovemn.gov. Owners, agents, and managers should be familiar with its provisions.
- Rental properties that have delinquent utility charges will have those utilities certified to their property taxes. Property owners can request to have a duplicate utility bill mailed to them by calling 651-458-2831.

The undersigned hereby applies for a rental dwelling license as required by Title 9-14-3 of the City Code of the City of Cottage Grove; acknowledges that the provisions of Title 9 Chapters 13 and 14 of the City Code have been reviewed; and attests that the subject premises will be operated and maintained according to the requirements contained therein, subject to applicable sanctions and penalties. The undersigned further agrees that the subject premises may be inspected by the housing official as provided in Title 9-14-3 of the City Code. The applicant further certifies that all statements and facts in this application are true and authorizes the City of Cottage Grove to investigate any or all statements or facts contained herein acknowledging that the misrepresentation or the omission of facts called for will be just cause for the suspension or revocation of the license.

Signature: _____ Date: _____
Owner/Resident Agent

Property/Premises Inspections

To schedule inspections or to obtain further information, please contact Code Enforcement at 651-458-2876.

For Office Use Only: City of Cottage Grove Building Inspection Division

Inspection date(s): _____ Inspector: _____

NOTES: _____

Compliance date: _____ License #: _____ Issued Date: _____
Check #: _____ Date Paid: _____ Receipt #: _____