



Single-Family Rental Dwelling License Application

Application License
Number

1685 CROSSTOWN BOULEVARD N.W. • ANDOVER, MINNESOTA 55304 • (763) 755-5100
FAX (763) 755-8923 • WWW.ANDOVERMN.GOV

A Rental License is required to be renewed every two (2) years for all single-family rental dwelling units. Each rental dwelling unit requires a separate application form and a separate \$50 non-refundable fee.

By applying for this license you are authorizing permission to allow for a City Official(s) to enter onto the property to conduct onsite inspections of the exterior portions of the residential dwelling and property. Please call City Hall at (763)755-5100 with any questions.

APPLICATION FEE
<p><u>\$50 Non-Refundable Application Fee</u> – per dwelling unit for initial and renewal license applications. This fee includes one on-site inspection and one follow-up inspection, if required. This fee must be submitted at the same time as this application.</p>

EXTERIOR INSPECTION
<p>Upon receipt of this application and fee, the City will conduct an inspection around the exterior of the property. Attendance of the property owner(s) or tenant(s) is not required. If you request to attend, please indicate which day(s) and time work best for your property.</p> <p style="text-align: center;"> _____ Morning (8:30AM – 11:30AM) _____ Afternoon (1:30PM – 3:30PM) </p> <p style="text-align: center;"> ___ Monday ___ Tuesday ___ Wednesday ___ Thursday ___ Friday </p>

RENTAL PROPERTY ADDRESS		
Address	Lot Block	Subdivision

OWNER INFORMATION			
Name	Phone Number	Email Address	
Address	City	State	Zip Code

RENTAL AGENT INFORMATION			
<input type="checkbox"/> Check this box if same as above			
Name	Phone Number	Email Address	
Address	City	State	Zip Code

**Please submit this application to:
City of Andover - Planning Department
1685 Crosstown Blvd NW, Andover, MN 55304**

The City will only inspect the interior of the dwelling unit in an emergency or life threatening situation. The City encourages you to become familiar with applicable ordinances, state statutes, and additional fees that are outlined below. These ordinances and state statutes will be made available upon request and are also listed on the City's website under the Planning Department page (www.andovermn.gov):

City of Andover City Code of Ordinances

- Title 4, Public Health and Safety (Nuisances, Refuse, Trees, Grass and Weeds)
- Title 5, Chapter 6, Noise Control
- Title 6, Chapter 5, Abandoned and Disabled Vehicles
- Title 9, Chapter 8, Rental Housing Dwellings
- Title 9, Chapter 9, Housing Maintenance Codes
- Title 12, Zoning Regulations
- All other applicable sections of the Andover City Code of Ordinances as deemed appropriate with this application.

Minnesota State Statutes

- Minnesota State Statute 299F.50, Carbon Monoxide Alarms
- Minnesota State Statute 299F.51, Requirements for Carbon Monoxide Alarms
- Minnesota State Statute 299F.362, Smoke Alarms
- All other applicable Minnesota State Statutes as deemed appropriate with this application.

Additional Fees

- \$50 PENALTY FEE – A penalty fee shall be paid for renewal applications that are not submitted at least thirty (30) days prior to the license expiration date.
- \$50 RE-INSPECTION FEE – A re-inspection shall be paid for each re-inspection conducted after the initial and follow-up inspections have been done. A re-inspection fee shall be paid upon receipt of a valid complaint and/or prior to a rental license being issued.

Things to Consider Prior to Renting Your Property

- Call your homeowner's insurance company to find out how the details of your policy relate to rental of the property.
- Consider keeping utility bills in the property owner's name. At a minimum, inquire about the disclosure policies of the companies. They may not legally be able to tell you if the bills are being paid if your name is not listed on the account, even if you are the owner. Ultimately, the property owner is responsible for City utilities and will be assessed for delinquent accounts.
- Look over your rental agreement form and seek advice on potential problems or loopholes.
- Keep in mind that you are the property owner and are ultimately responsible for the condition of the property and the maintenance of your investment!
- The City does not require criminal background checks but encourages property owners to conduct one prior to renting to potential tenants. If interested in a criminal background check contact: Bureau of Criminal Apprehension – Minnesota Justice Information Services– 1430 Maryland Ave E, St. Paul, MN 55106 – (651)763-2400 – www.bca.state.mn.us/CJIS/Documents/CJIS-Intro.html

The undersigned further agrees that the exterior of the rental premises may be inspected by the City's enforcement officials as provided in the Andover City Code of Ordinances Chapter 9-8-12 for Single Family Rental Licensing. The undersigned hereby certifies that the information provided is true and correct to the best of their knowledge.

Property Owner's Signature

Date

Submit Application to: City of Andover- 1685 Crosstown Blvd NW, Andover, MN 55304