



## Single-Family Rental License Application

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, a separate \$75.00 non-refundable fee, and required lease addendums. 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.

<b>APPLICATION FEES</b>			
<p><u>\$75 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>			
<b>EXTERIOR INSPECTION</b>			
<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>			
<b>RENTAL PROPERTY INFORMATION</b>			
Address		Year Built	
<b>OWNER INFORMATION</b>			
Name	Phone Number	Email Address	
Address	City	State	Zip Code
<b>RENTAL AGENT INFORMATION</b>			
<input type="checkbox"/> Check this box if same as above <i>Either the property owner or the Rental Agent are required to reside within the State of Minnesota.</i>			
Name	Phone Number	Email Address	
Address	City	State	Zip Code

**The application continues on the following pages.  
Please make sure that you fully read and complete the application before submitting.**

### **REQUIRED LEASE ADDENDUMS**

In addition to filling out the application form and providing the required \$75 application fee, the following documents are required at the time of application:

- Lead Free informational materials for pre-1978 properties, including all information as may be required by Federal Law. If you are unable to determine the year the dwelling was built please contact the Planning Dept. for assistance.

### **OTHER IMPORTANT INFORMATION**

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](http://www.andovermn.gov)):

#### City of Andover City Code of Ordinances

- Title 4, Public Health and Safety (Nuisances, Refuse, Trees, Junk Vehicles, Grass and Weeds)
- Title 5, Chapter 6, Noise Control
- Title 9, Chapter 8, Property Maintenance Code
- 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-.51, Carbon Monoxide Alarms
- Minnesota State Statute 299F.362, Smoke Alarms
- All other applicable Minnesota State Statutes as deemed appropriate with this application.

#### Additional Fees

- **\$75 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.
- **\$1,000 RE-INSTATEMENT FEE** – If the rental license is revoked, suspended, denied or not renewed by the City Council for any of the reasons as specified by City Code, a re-instatement fee shall be required in order to resume renting the property. Other conditions may apply.

**Keep in mind that you are the property owner and are ultimately responsible for the condition of your investment.**

**APPLICATION CHECKLIST & OWNER/AGENT SIGNATURE**



**PLEASE MAKE SURE YOUR APPLICATION INCLUDES THE FOLLOWING REQUIRED MATERIALS BEFORE SIGNING:**

- ✓ Completed & Signed Application Form
- ✓ \$75.00 Application Fee
- ✓ Lead-Free Informational Materials (Pre-1978 Construction Only)

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 for Single Family Rental Licenses. The undersigned hereby certifies that the information provided is true and correct to the best of their knowledge.

\_\_\_\_\_  
Property Owner's Signature

\_\_\_\_\_  
Date

**Applications submitted without a valid signature or the required application materials will be considered incomplete and will not be processed.**

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

## **SINGLE FAMILY RENTAL PROPERTY EXTERIOR INSPECTION CHECKLIST**

The Planning Department is responsible for promoting safety, health and livability in the City of Andover and administrating the single-family rental license program. Regular inspections of rental properties are conducted to ensure they are safe and well maintained. Please use this checklist as a guide and please be aware these are items commonly found to be in violation and are not considered all-inclusive.

### **Exterior Dwelling Conditions**

All of the following exterior elements are required to be kept in clean, sanitary and structurally safe condition and in sound repair:

- Stairways
- Porches
- Balconies
- Decks
- Windows
- Doors
- Soffit & Fascia
- Roofs
- Siding
- Bricks, stone or stucco
- Accessory structures or other detached structures on the property
- Any other exterior element of the dwelling.

### **Garbage/Junk/Outdoor Storage**

- All rental properties are required to have trash service at a minimum of bi-weekly.
- Property must be free of junk, debris, brush, equipment, appliances, indoor furniture and any other personal belongings no longer used for the purpose it was made for or manufactured.
- All waste materials must be stored in proper containers for collection and not deposited on the property.

### **Off-Street Parking**

Vehicles, trailers, boats, campers, etc. must be parked as follows:

- Entirely upon a driveway, visibly operable, displaying current license plates and registration tabs, or;
- A combination of no more than 2 vehicles under 20 ft in length may be stored in the rear yard, provided they are no closer than 10 ft to the lot line, or;
- Inside an enclosed garage or storage building.

### **Fences & Retaining Walls**

- Must be maintained in good condition and vertical position with no missing, broken, incomplete or deteriorated sections or structural elements.
- Materials are of the same quality, workmanship and are adequately painted and/or stained and free from blight.

### **Weeds, Grass & Vegetation**

- Grass must be maintained at a uniform height of less than 8 inches and free from noxious weeds.
- Property must be free of dead or diseased trees with no branches or bushes obstructing sidewalks or driver visibility.