

City of Elysian, MN

110 West Main Street • P.O. Box 246 • Elysian, MN 56028
 Phone: (507) 267-4708 • Fax: (507) 267-4750 • www.elysianmn.com

RENTAL LICENSE APPLICATION (1 year license)

Rental Address:	Elysian, MN	P.I.D.
<input type="checkbox"/> New License	<input type="checkbox"/> Renewal of License	<input type="checkbox"/> New Owner
		No. of Units:

Owner Name: _____

Address:	Phone:
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City:	State:	Zip:	E-mail:
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Property Manager's Name: _____

Address:	Phone:
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City:	State:	Zip:	E-mail:
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IMPORTANT INFORMATION REGARDING RENTAL LICENSING:

- It shall be unlawful for any person to conduct or operate or cause to operate either as owner, lessee, agent, or in any other capacity within the City any rental housing without having first obtained a license.
- Every applicant for a license shall assist the City in making the inspection of the premises. This includes notifying the occupants of the building of the time when the inspection will be conducted and requesting their cooperation in the inspection.
- All rental licenses issued shall be for a period of 1 year and shall begin on March 1st. and expire on February 28th. with renewal of license and payment of fee to be annually on March 1st. Inspections will be held every three years unless there is a new owner or if a complaint is filed.
- The license holder shall be responsible to prevent repeat instances of disorderly conduct by tenants, members of a tenant's household and guests.
- Violation of the Rental Regulation Ordinance shall be considered a petty misdemeanor.

Yearly Rental License \$25.00; Inspection Fee: Apartment Building - \$75.00 for first 3 units; \$35.00 for each unit thereafter; Residence inspection, each inspection - \$75.00; \$35 for no shows.

FOR INSPECTIONS CALL: 507-267-4708

Please Note: The Building official will require a re-inspection if previous inspection failed and shall be a fee of \$35.00 per inspection. Scheduled inspections that are not conducted due to non-attendance without proper notice will count as a failed inspection.

I certify that I am the property owner and/or agent on behalf of the property owner named above; that I have familiarized myself with the rules and regulations with respect to preparing and filing this application that the foregoing statements and answers herein contained are in all respects true and accurate to the best of my knowledge and behalf.

Signature: _____ **Date:** _____

OFFICE USE ONLY

License No. L-	Permit Fee: \$	Form of Payment:
	Inspection Fee: \$	Date Issued:
Date Received:	Other: \$	Receipt No.
No. of Units:	Total Due: \$	Issued by:

Approved by: _____	Date: _____
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