

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

SHORT TERM RENTAL LICENSE APPLICATION (1 year license)

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|--------------------------------------|---|------------------------------------|---------------|
| 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: | |
| City: | State: | Zip: | E-mail: |
| Social Security #: | | MN Business ID#: | |
| Property Manager's Name: | | | |
| Address: | | Phone: | |
| City: | State: | Zip: | E-mail: |

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.
- Required with this application: A copy of the Operations Guide to include: Manager Contact Information, Maximum Capacity, Parking Restrictions, Quiet Hours, Campfire Information, Watercraft Information, Rules of the Rental, Emergency Contacts, Boundary Lines; and Proof of Insurance.
- All rental licenses issued shall be for a period of 1 year and shall begin on January 1st and expire on December 31st with renewal of license and payment of fee to be annually by November 30th. 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 misdemeanor.

Yearly Rental License \$50.00; Inspection Fee: Apartment Building - \$80.00 for first 3 units; \$40.00 for each unit thereafter; Residence inspection, each inspection - \$80.00; \$40.00 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 \$40.00 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: |