

## Rental license

Enclosed is the 2019 rental license application. Payment is due at the same time the application is submitted. Checks should be payable to the "City of St. Louis Park" or we accept Visa, MasterCard, Discover and American Express.

Renewal applications are required to be returned before Jan. 1, 2019, and any application postmarked after Jan. 1, 2019 will be subject to a late fee of either \$50 or 25 percent, whichever is greater.

### **\*Required every year, every license type\***

The Minnesota Department of Labor and Industry requires all licensed businesses to complete and submit the attached "Certificate of Compliance" form providing evidence of compliance with the workers' compensation insurance coverage requirement by Minnesota Statutes Chapter 176. Please complete and sign the enclosed form and return it with your license application. If you have no employees or are self-insured, simply check the applicable box #2 reason for exemption. If you have workers' compensation insurance and your policy is ever cancelled within the license period, you are required to notify the city by resubmitting this form. If you have any questions regarding this policy, please contact the Minnesota Department of Labor and Industry at 651.284.5005 for details.

### **\*\*Required once\*\***

A Crime Free Housing Training class is mandatory for all rental properties, but only needs to be taken once. The City of St. Louis Park Police Department offers this training. More information is available on the city website: [www.stlouispark.org/government/departments-divisions/housing/landlord-information](http://www.stlouispark.org/government/departments-divisions/housing/landlord-information).

The city code requires that the property owner provide either a local management company or local contact information at the time of application, unless the property owner is residing locally and manages the property themselves. If there is a change in property management, the owner must contact the city with the updated information.

### **Submission checklist**

- Completed, signed and dated 2019 rental license application
  - Completed, signed and dated workers' compensation form
  - Payment
- **Mail:** Mail application with check or ask that we call for credit card payment.  
City of St. Louis Park  
Attn: Inspections  
5005 Minnetonka Blvd.  
St. Louis Park, MN 55416
  - **Email:** [inspections@stlouispark.org](mailto:inspections@stlouispark.org). Do not include credit card information in an email; we will call for payment.
  - **Fax (secured):** 952.924.2663. You may submit credit card information on a cover sheet, or we will call for payment.

Please contact the St. Louis Park Inspections Department at 952.924.2588 with any questions you may have regarding the rental license application.

## 2019 Rental license application

### Type of license

Check the appropriate box(es).

- One or two single-family, non-owner occupied dwellings — \$135/unit or \$185/duplex\*  
 Townhome,  Condominium, or  Cooperative housing unit — \$100/unit  
 Multi-family (three or more units) — \$250/building and \$17 per unit  
 Vacant property (vacant at least six months) — Fee based on property type

*\* If both units in a duplex are rented, this fee will apply. If only one unit is rented, the single unit fee will apply.*

### Property owner information

Name and address of property owner, not the licensed rental property. Address cannot be a post office box.

Owner name(s): \_\_\_\_\_ Email: \_\_\_\_\_

Street address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip code: \_\_\_\_\_

Home phone: \_\_\_\_\_ Work phone: \_\_\_\_\_ Cell phone: \_\_\_\_\_

### Management company/local contact

Not the association, unless they also manage the licensing.

Contact person: \_\_\_\_\_ Company: \_\_\_\_\_

Street address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip code: \_\_\_\_\_

Home phone: \_\_\_\_\_ Work phone: \_\_\_\_\_

Cell phone: \_\_\_\_\_ Email: \_\_\_\_\_

### One and two single-family, townhome/condominium/cooperative

Non-owner occupied rental property information (enter multi-family on next page).

Property address	Zip code	Duplex (check if applicable)

Some or all of the information that you are asked to provide on the application is classified by state law as either private or confidential. Private data is information which generally cannot be given to the public but can be given to the subject of the data. Confidential data is information which generally cannot be given to either the public or the subject of the data. Our purpose and intended use of this information is to annually update our records and records of other governmental agencies required by law. If you refuse to supply the information, the license may not be issued. The undersigned acknowledges that this application has been read and that the above is correct and agrees to comply with all the ordinances and laws of the City of St. Louis Park code.

Applicant signature: \_\_\_\_\_ Date: \_\_\_\_\_

Business license fee: \_\_\_\_\_ Late fee (if applicable): \_\_\_\_\_

#### Office use only

Total fee paid: \_\_\_\_\_ License number: \_\_\_\_\_  WC  Taxes  New

Form of payment: Check number: \_\_\_\_\_ Charge: \_\_\_\_\_ Cash \_\_\_\_\_ Date issued: \_\_\_\_\_ Initials: \_\_\_\_\_

### Verification of lease addendum and training (for property, not previously licensed)

I/we have included the St. Louis Park lease addendum language as part of the leases used for the rental properties listed on this application. If necessary, the city shall request proof of this statement.

A copy of the crime free housing training certificate is required to be on file for issuance of licenses.

Please check one:

- I or a member of my management staff has attended the crime free housing training.
- I or a member of my management staff will attend the crime free housing training within the next 6 months.

### Multi-family applicants only (3 or more units)

Must be filled out by the applicant

Federal tax ID number: \_\_\_\_\_ Minnesota State Tax ID number: \_\_\_\_\_

Social security number (if tax ID numbers are not available): \_\_\_\_\_

Does your property include units rented that are affordable to households at or below 60 percent Area Median Income (AMI) based on the chart below? Check "Yes" or "No" and list the number of affordable units next to your property information below.

List the number of affordable units next to your property information below.

Current affordable rents at 60 percent AMI effective April 2018	
Number of bedrooms	60 percent AMI
Efficiency	\$991
One bedroom	\$1,062
Two bedroom	\$1,273
Three bedroom	\$1,471
Four bedroom	\$1,640

If 18 percent or more of the units in a property have affordable rents at or below 60 percent AMI, the property is considered a naturally occurring affordable housing (NOAH) property and is subject to the tenant protection ordinance.

Name of property	Property address	# of buildings	# of units	Affordable units		# of affordable units
				<input type="checkbox"/> Yes	<input type="checkbox"/> No	
				<input type="checkbox"/> Yes	<input type="checkbox"/> No	
				<input type="checkbox"/> Yes	<input type="checkbox"/> No	
				<input type="checkbox"/> Yes	<input type="checkbox"/> No	
				<input type="checkbox"/> Yes	<input type="checkbox"/> No	
				<input type="checkbox"/> Yes	<input type="checkbox"/> No	
				<input type="checkbox"/> Yes	<input type="checkbox"/> No	
				<input type="checkbox"/> Yes	<input type="checkbox"/> No	
				<input type="checkbox"/> Yes	<input type="checkbox"/> No	
				<input type="checkbox"/> Yes	<input type="checkbox"/> No	
				<input type="checkbox"/> Yes	<input type="checkbox"/> No	



## Certificate of Compliance Minnesota Workers' Compensation Law

This form must be completed by the business license applicant.

### Print in ink or type

Minnesota Statutes § 176.182 requires every state and local licensing agency to withhold the issuance or renewal of a license or permit to operate a business in Minnesota until the applicant presents acceptable evidence of compliance with the workers' compensation insurance coverage requirement of Minn. Stat. chapter 176. If the required information is not provided or is falsely stated, it shall result in a \$2,000 penalty assessed against the applicant by the commissioner of the Department of Labor and Industry.

A valid workers' compensation policy must be kept in effect at all times by employers as required by law.

License or certificate number (if applicable)	Business telephone number	Alternate telephone number	
Business name (Provide the legal name of the business entity. If the business is a sole proprietor or partnership, provide the owner's name(s), for example John Doe, or John Doe and Jane Doe.)			
DBA ("doing business as" or "also known as" an assumed name), if applicable			
Business address (must be physical street address, no P.O. boxes)	City	State	ZIP code
County	Email address		

### You must complete number 1 or 2 below.

**Note:** You must resubmit this form to the authority issuing your license if any of the information you have provided changes.

1.  **I have a workers' compensation insurance policy.**

Insurance company name (not the insurance agent)

Policy number	Effective date	Expiration date
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**I am self-insured for workers' compensation.** (Attach a copy of the authorization to self-insure from the Minnesota Department of Commerce; see <https://mn.gov/commerce/industries/insurance/licensing/self-insurance>.)

2. **I am not required to have workers' compensation insurance because:**

- I only use independent contractors and do not have employees. (See [Minn. Stat. § 176.043](#) for trucking and messenger courier industries; [Minn. Stat. § 181.723, subd. 4](#), for building construction; and [Minnesota Rules chapter 5224](#) for other industries.)
- I do not use independent contractors and have no employees. (See [Minn. Stat. § 176.011, subd. 9](#), for the definition of an employee.)
- I use independent contractors and I have employees who are not required to be covered by the workers' compensation law. (Explain below.)
- I only have employees who are not required to be covered by the workers' compensation law. (Explain below.) (See [Minn. Stat. § 176.041](#) for a list of excluded employees.)

Explain why your employees are not required to be covered

I certify the information provided on this form is accurate and complete. If I am signing on behalf of a business, I certify I am authorized to sign on behalf of the business.

**Print name**

Applicant signature (required)	Title	Date
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If you have questions about completing this form or to request this form in Braille, large print or audio.