

**CITY OF LAPRAIRIE
APPLICATION TO LICENSE RENTAL DWELLING**

Rental License Period: _____ Rental License # _____

I, _____ confirm this property is no longer rental and agree to immediately contact The City of LaPrairie upon a status change in the future. Initial _____ and Date _____

HOUSING TYPE: CHECK SUITABLE TYPE ALONG WITH SPECIFIC DESCRIPTION

<input type="checkbox"/> Single Family Detached <input type="checkbox"/> House <input type="checkbox"/> Townhouse <input type="checkbox"/> Manufactured Home Single-Family Structure	<input type="checkbox"/> Single Family Attached Dwelling <input type="checkbox"/> Townhouse <input type="checkbox"/> Condominium Single-Family Unit in Multi-Family Structure	<input type="checkbox"/> Multi-Family Rental Structure <input type="checkbox"/> Duplex <input type="checkbox"/> Sixplex <input type="checkbox"/> Triplex <input type="checkbox"/> Multi- <input type="checkbox"/> Fourplex <input type="checkbox"/> Family 7+ Multi-Family Structure
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RENTAL PROPERTY INFORMATION

Complex or Individual Name & Address _____

**On Attached, List Each Address at Manufactured Home Complex **

OWNERSHIP TYPE – Check one and complete corresponding information below:

INDIVIDUAL CORPORATION PARTNERSHIP

OWNER INFORMATION – INDIVIDUAL OR COMPANY

Name:	Email:
Mailing Address:	
Phone:	Cell:

CORPORATE (First Officer)

Name:	Email:
Mailing Address:	
Phone:	Cell:

PARTNER (Second Partner)

Name:	Email:
Mailing Address:	
Phone:	Cell:

CONTRACT FOR DEED (Vendee/Buyer)

Name:	Email:
Mailing Address:	
Phone:	Cell:

MANAGEMENT (Owner or Owner's Rep to meet Inspector)

Name:	Email:
Mailing Address:	
Phone:	Cell:

ON-SITE MANAGER OR CARETAKER (Multi-family only)

Name:	Email:
Mailing Address:	
Phone:	Cell:

Licensee (Owner or Manager only)

Designee (Owner or Manager only)

Owner's agent authorized to complete and submit the Annual Rental License Application is listed below:	Owner's agent authorized to handle Conduct Notices issued by the City of LaPrairie is listed below:
Name:	Name:
Address:	Address:
Phone:	Phone:

FEE SCHEDULE

Include the Applicable Fee with Your License Application

Application Fee is \$25.00 per Application (Application Fee is Not Refundable or Prorated)

LICENSE FEES

Payable after inspection is completed and before Occupancy Certificates are issued

Single Home: \$100.00

Duplex: \$150.00

Triplex: \$200.00

Fourplex: \$250.00

Apartments: \$50.00 per unit

Number of Buildings _____ Number of Units Per Building _____ Number of Rental Units Per Building _____

Total Number of Rental Units _____ Total Fee Paid \$ _____

Payable to City of LaPrairie

I understand that I will operate and maintain the subject premises identified herein according to the City of LaPrairie Code of Ordinances and the laws of the State of Minnesota. I agree to allow inspection pursuant to City Code Chapter 256.

Furthermore, I certify I am the owner or authorized agent and answers contained herein are true and accurate in all respects to the best of my knowledge and belief. I agree to meet with the Zoning Administrator/Housing Inspector on-site or assign a Representative (other than tenant) in my place.

In accordance with the Minnesota Government Data Practices Act, the City of LaPrairie, hereby informs you that some or all of the information you are asked to provide is classified as private. Private data is information that generally cannot be given to the public but can be given to the subject of data. This information will be used to process your Rental License Application Form. You may choose to withhold this information, however, if you do, the City of LaPrairie may not be able to process your form and issue you a rental license.

Applicant Signature _____ **Date** _____

An inspection of your property is required by ordinance as part of the rental licensing process. The Owner or Owner's Representative (other than Tenant) must meet on-site with the Zoning Administrator/Housing Inspector. If you have questions about the City of LaPrairie's Rental Licensing and Inspection Program, please contact the City of LaPrairie at 218-326-8898.

CITY OF LAPRAIRIE

RENTAL LICENSING PRE-INSPECTION CHECKLIST

The City of LaPrairie is providing you with this checklist to prepare for the Rental Licensing Inspection. This list may NOT be a complete list of items to be inspected.

Addressing deficiencies prior to the inspection reduces the need for a re-inspection.

Sanitary Facilities and Plumbing

- The sanitary facilities must be in proper operating condition and be adequate for personal cleanliness and disposal of human waste.
- The sanitary facilities must be usable in privacy.
- A shared bathroom is permitted in a boarding house situation.
- The Rental Dwelling Unit must have a fixed basin (lavatory) with a sink trap and hot and cold running water in proper operating condition.
- The Rental Dwelling Unit must have a shower or tub with hot and cold running water in proper operating condition.
- The facilities must utilize an approved public or private disposal system.
- Only one (1) bathroom is required to meet these requirements. Additional bathrooms do not have to contain all plumbing fixtures (tub/shower, toilet, or lavatory), but if present, they must not create any unsanitary conditions, be properly plumbed, and be free of sewer gases.
- Water heating equipment must be installed safely and must not present any safety hazards. All water heaters must be free of leaks, have temperature/pressure relief valves, and a discharge line. Unless safety dividers or shields are installed, water heaters must not be located in bedrooms or living areas where safety hazards may exist.

Food Preparation and Refuse Disposal

- The Rental Dwelling Unit must have suitable space and equipment to store, prepare, and serve food in a sanitary manner.
- The Rental Dwelling Unit must have an oven and a stove or range. A microwave may be substituted for an owner-supplied oven and stove or range. On gas stoves no pilot light is allowed; they must be electronic ignition.
- The Rental Dwelling Unit must have a refrigerator supplied by either the owner or Tenant.
- All required equipment must be in proper operating condition.
- The Rental Dwelling Unit must have a kitchen sink in proper operating condition, with a sink trap and hot and cold running water. The sink must drain into an approved public or private system.
- Waste and refuse storage facilities are determined by local practice and may include trash cans or dumpster facilities.

Space and Security

- The Rental Dwelling Unit must provide adequate space and security for the Tenant.
- Rental Dwelling Unit windows that are accessible from the outside must be lockable, be able to operate and to provide egress.
- A living room may be used as sleeping (bedroom) space, but no more than two (2) persons may occupy the space.
- Doors leading to the outside and common hallways must be equipped with a deadbolt lock; fire escapes, porches, and other openings accessible from the ground must have locks, except that no specific type of lock is required.

Thermal Environment

- The Rental Dwelling Unit must be able to provide a thermal environment that is healthy for the human body.
- The heating system must be in proper operating condition.
- The Rental Dwelling Unit must not contain unvented room heaters that burn gas, oil, or kerosene.
- Electric heaters are acceptable.
- Improper operating conditions, including all conditions that may be unsafe, such as broken or damaged source vents, flues, exhausts, gas or oil lines that create a potential fire hazard or threats to health and safety are not permitted. Heating unit safety devices must be present, and the heating equipment must have proper clearance from combustible materials and of oil storage containers. There must be proper gas and oil connections. Local plumbing, fire, or mechanical codes are instructive in providing details about acceptable materials for furnace and water heater hookups and required clearances.
- Air conditioning systems are not required, but if present, must be operating safely.

Illumination and Electricity

- Electrical fixtures and wiring must not pose a fire hazard.
- GFI's must be installed in all kitchens, bathrooms by any water outlet and outdoor outlets.
- All areas must have adequate electrical outlets.
- The kitchen area and the bathroom must have a permanent ceiling or wall-mounted light fixture in proper operating condition.
- The inspector must be satisfied that the electrical system is free of hazardous conditions, including but not limited to: exposed, uninsulated, or frayed wires, improper connections, improper insulation or grounding of any component of the system, overloading of capacity, or wires lying in or located near standing water or other unsafe places.

Structure and Materials

- The Rental Dwelling Unit must be structurally sound.
- The structure must not present any threat to the health and safety of the occupants and must protect the occupants from the environment.
- Elevators must be working safely.
- Handrails are required when four or more steps (risers) are present and protective railings are required when porches, balconies, and stoops are thirty inches or more off the ground.

Interior Air Quality

- The Rental Dwelling Unit must be free from dangerous air pollution levels from carbon monoxide, sewer gas, fuel gas dust, mold and other harmful pollutants.
- There must be adequate air circulation in the Rental Dwelling Unit.
- Bathroom areas must have one operable window or other adequate ventilation in working condition.
- Any sleeping room must have at least one (1) window which provides an operable emergency escape or rescue opening. Such window must be designed to be opened and must be in proper working order to provide egress. *Note: Minnesota Residential Building Code Section R 310: Basements, habitable attics, and every sleeping room shall have at least one operable emergency escape and rescue opening. Emergency and rescue openings shall have a sill height of not more than 44 inches from the finished floor to the bottom to the clear opening. The minimum clear opening height shall be 24 inches and the minimum clear opening width shall be 20 inches.*

Water Supply

- The Rental Dwelling Unit must be served by an approved public or private water supply that is sanitary and free from contamination.
- Testing of well water to determine safe and sanitary condition is required annually.
- The Rental Dwelling Unit must be served by an approved public or private water supply that is sanitary and free from contamination.
- Clean water must be plumbed to all unit fixtures and waste water must leave the unit to an approved area without presence of sewer gas and backups.

Access

- Use and maintenance of the Rental Dwelling Unit must be possible without unauthorized use of other private properties. The building must provide an alternate means of exit in case of fire.

Sanitary Condition

- The Rental Dwelling Unit must be free of rodents and heavy accumulations of trash, garbage, or other debris that may harbor vermin. The Rental Dwelling Unit must have adequate barriers to prevent infestation.

Smoke and Carbon Monoxide Detectors

- At least one battery - operated or hard - wired smoke and carbon monoxide detector in proper operating condition must be present on each level of the Rental Dwelling Unit, in each bedroom, in each room adjoining the bedroom including basements, but excluding crawl spaces and unfinished attics. All Rental Dwelling Units shall have an approved and working carbon monoxide alarm within ten (10) feet of each sleeping room.