

Enclosed is the 2018 Rental License Application. The City Council approved all fees at an October 2017 meeting. Payment is due at the same time that the application is submitted. We have the capability of accepting cash, check, or charge. 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 January 1, 2018 and any application postmarked after January 1, 2018 will be subject to a late fee of either \$50 or 25%, whichever is greater.**

Required Every Year, Every License Type The City has received notice from the Minnesota Department of Labor and Industry that all licensed businesses must complete and submit the attached “Certificate of Compliance” form providing evidence of compliance with the workers’ compensation insurance coverage requirement by MN Statutes Chapter 176. Please complete and sign the enclosed form and return with your license application. If you have no employees or are self-insured, simply mark off the correct check-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 on how to complete this form.

****Required Once**** The City of St. Louis Park has adopted the requirement of a Crime Free Housing Training class which is mandatory for all rental properties, but only needs to be taken once. This class is held by the City of St. Louis Park Police Department and other police departments throughout the area. You can get more information by going online to the City of St. Louis Park website <https://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.

The St. Louis Park Rental Study is included on the colored sheet in this packet. Please complete the rental study using the link provided or by completing and returning the paper copy with your rental license.

Submission checklist:

- ☐ Completed, signed, and dated 2018 Annual Rental License application
- ☐ Completed, signed, and dated workers compensation form
- ☐ Payment

Please return to: City of St. Louis Park
 Attn: Inspections
 5005 Minnetonka Blvd
 St. Louis Park MN 55416

Please contact the Inspections Department at 952-924-2588 with any questions you may have regarding the 2018 Rental License requirements or application.

Thank You.
The Inspections Department



Annual Rental License Application

Type of License: ☐ **1 or 2 Single Family Non-Owner Occupied Dwellings** - /unit or /Duplex*
☐ **Townhome** - ☐ **Condominium** - ☐ **Cooperative Housing Unit** - /unit
☐ **Multi-Family** - 3 or more units - per building and per unit
☐ **Vacant Property** - Vacant at least 6 months - fee based on property type

Check the appropriate box. If you have both type of properties please check both boxes.

* If both units in the duplex are rented this fee would apply otherwise if only one unit is rented it would be the fee.

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 _____

Address _____ City _____ State _____ ZIP _____

Home Phone _____ Work _____ Cell _____

Management Company/Local Contact (not the association unless they also manage the licensing)

Contact Person _____ Company _____

Address _____ City _____ State _____ ZIP _____

Email address _____

Work _____ Home _____ Cell _____

**1 & 2 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's Signature _____ Date _____

Business License Fee: _____ Late Fee if applicable: _____

Office Use Only

Total Fee Paid: _____ Lic # _____ WC ☐ Taxes ☐ New ☐

Form of Payment: Check # _____ 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.
- ☐ **I or a member of my management staff has attended the Crime Free Housing Training.** Copy of the training certificate required to be on file for issuance of license(s). ***See cover letter for further information***

MULTI-FAMILY LICENSE APPLICANTS ONLY

Must be filled out by the applicant - enter BOTH the Federal and State ID numbers

Federal Tax ID No. _____ MN State Tax ID No. _____

Social Security No. (if Tax ID numbers are not available) _____

Multi-Family Rental Property Information (3 or more units)

Name of Property	Property Address	# of Buildings	# of Units
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
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_____	_____	_____	_____

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
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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 www.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, call (651) 284-5032 or 1-800-342-5354.