



Attn: Rental Housing
 12800 Arbor Lakes Pkwy
 Maple Grove MN 55369-7064
 residentialrentallicense@maplegrovern.gov
 763-494-6043

RENTAL DWELLING LICENSE APPLICATION

_____ For the license term January 1, 2023 – December 31, 2025

_____ For the license term July 1, 2023 – December 31, 2025

FOR OFFICE USE ONLY	
Date Received: _____	Initial: _____
New License Application Fee: ___ \$500 (Jan-Dec) ___ \$420 (Jul-Dec)	
Conversion Inspection Fee ___ \$1000	
Payment Method: ___ Check ___ Credit Card	
Inspection Scheduled: _____	
Received: _____	
<input type="checkbox"/> Application <input type="checkbox"/> MNDOR Cert of Compliance <input type="checkbox"/> MN Workers Comp Cert of Comp <input type="checkbox"/> Payment Auth. Form	
Date Processed: _____	Initial: _____
License # _____	

RENTAL PROPERTY INFORMATION

Rental Property Address: _____
 Type of Dwelling: _____ Single Family Detached _____ Twinhome/Townhouse/Condo/Single Family Attached
 Number of Bedrooms: _____ Year Built: _____ Will the property be rented less than 6 months a year: _____
 New Rental: _____ Existing Rental, new owner: _____ Have other rental properties in City of Maple Grove: _____

PROPERTY OWNER INFORMATION

Type of Ownership: _____ Individual _____ Partnership _____ Corporation _____ Contract for Deed

Business Name (if applicable): _____

Property Owner's Name(s): _____
 (Required)

Property Owner's Address: _____
 (Street Address)

 (City) (State) (Zip Code)

 Phone Number(s) (Home) (Cell) (Work)

Email Address(es) _____

LICENSED PROPERTY MANAGER or LICENSED AGENT
If owner does not live in Anoka, Carver, Dakota, Hennepin, Ramsey, Scott, Sherburne, Washington or Wright County, a licensed management company or licensed agent, whose office is physically located within these counties, shall be designated by the owner to be legally responsible for compliance with Maple Grove rental ordinances. (Sec. 10-346)

MANAGEMENT COMPANY: _____ **AGENT:** _____

 (Street Address) (City) (State) (Zip Code)

 (Company Phone #) (Agent Phone #) (Email Address)

TENANT INQUIRIES, COMPLAINTS, AND CITY MAILINGS TO BE SENT TO: _____ Owner _____ Agent →

IMPORTANT INFORMATION

- **GOVERNMENT DATA PRACTICES ACT – TENNESSEN WARNING:** The data you supply on this form will be used to process the license you are applying for. You are not legally required to provide this data, but we will not be able to process the license without it. The data will constitute a public record if and when the license is granted and as such will be available to the general public upon written request. *(MN Law M.S.13.41)*
- Every Licensee shall promptly notify the Rental Housing Assistant (763-494-6048) of any changes in the names, addresses and other information concerning the person(s) listed on the application within 72 hours of change. This license is not transferable to another person or to another rental dwelling unit. *(Sec. 10-344)*
- In the act of filing this application with the City of Maple Grove, the owner or licensed agent of the rental dwelling unit(s) agrees to permit inspections. The minimum standard to be used for inspections can be found in Chapter 8, Article V, Property Maintenance Code.
- All tenant leases must contain crime free multi-housing or equivalent language as found in the city crime free rental housing ordinance. *(Sec. 10-358(e))*
- All property owners must conduct a criminal background check and a criminal and civil court records check on all prospective tenants and maintain a current register of tenants. This information must be available for review by the city upon request. *(Sec. 10-358(c))*
- **Property owners or managers who own or operate more than one rental unit:** Mandatory Crime Free Multi Housing (CFMH) training is required and must be completed within two years of the issuance of a new rental housing license. *(Sec. 10-358(d))*
- In accordance with Minnesota Statutes §§ 299C.67-68, a Property Owner shall request a criminal background check on any Residential Property Manager employed by the Property Owner. By signing this application, the Property Owner certifies that he/she will comply with Minnesota Statutes §§ 299C.67-68.
- Occupancy limits - Must adhere to International Property Maintenance Code regulations, including no more than four unrelated people allowed to reside in rental property.

The undersigned acknowledges that he/she is the property owner or is legally responsible for the property and that he/she can rent this property, that this application has been read, that the information provided on this application is accurate, and further agrees to comply with the City of Maple Grove rental dwelling code.

Signature of Owner (required)

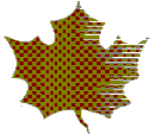
Print Name

Date

Signature of Agent (if applicable)

Print Name

Date



CERTIFICATE OF COMPLIANCE - DEPARTMENT OF REVENUE INFORMATION

Rental Property Address:

City of Maple Grove • 12800 Arbor Lakes Pkwy, Maple Grove MN 55369-7064 •
763-494-6043

Pursuant to Minnesota Statute 270C.72 Tax Clearance; Issuance of Licenses, the licensing authority is required to provide to the Minnesota Commissioner of Revenue your Minnesota business tax identification number and the social security number of each license applicant (person signing the application).

Under the Minnesota Government Data Practices Act and the Federal Privacy Act of 1974, we are required to advise you of the following regarding the use of this information:

1. This information may be used to deny the issuance, renewal, or transfer of your license in the event you owe the Minnesota Department of Revenue delinquent taxes, penalties, or interest;
2. Upon receiving this information, the license authority will supply it only to the Minnesota Department of Revenue. However, under the Federal Exchange of Information Agreement, the Department of Revenue may supply this information to the Internal Revenue Service;
3. Failure to supply this information may jeopardize or delay the processing of your license issuance.

Please supply the following information and return along with your application:

Personal Information:

Applicant's Name

Applicant's Address

City/State/Zip

Social Security Number

Phone Number

Business Information: (if applicable)

Business Name

Business Address

City/State/Zip

Minnesota Tax ID #

Federal Tax ID # (nine digit number)

If a Minnesota Tax ID number is not required, please attach explanation.

TENNESSEN WARNING: In connection with your request for a license, the City has asked that you provide information about yourself which may be classified as private, confidential, nonpublic, or protected nonpublic under the Minnesota Government Data Practices Act. This means that this data is not ordinarily available to the general public. Accordingly, the City is required to inform you of the following:

1. The purpose and intended use of the information requested is to determine if you are eligible for a license from the City of Maple Grove.
2. The known consequences of supplying the requested information is that the information or further investigation could disclose information which could cause your application to be denied.
3. You are not legally obligated to supply the requested information. The known consequences of refusing to supply the requested information is that your request for a license cannot be processed.
4. A criminal charge, arrest, or conviction will not necessarily bar you from obtaining a license with the City, unless the conviction is related to the matter for which the license is sought, according to Minn Stat. 364.03. However, failure to reveal the requested criminal information will be considered falsification of the application and may be used as grounds for the denial of the application.
5. Other governmental agencies necessary to process your application are authorized by law to receive the information provided.
6. The City is required by law to furnish some of this information to the Department of Labor and Industry and the Minnesota Commissioner of Revenue.

The undersigned, by signing this notice, acknowledges that he/she has read and understood the contents of this notice and has received a copy of this notice.

Signature

Position(if applicable)

Date

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
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County	Email address
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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

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.



POLICE DEPARTMENT

AUTOMATIC LANDLORD NOTIFICATION SYSTEM

Dear Rental Property Owner/Manager,

The City of Maple Grove has developed an automatic email notification system for rental property owners and managers. This system has the ability to notify landlords of police contacts at their rental properties to help keep them more aware of potential police contacts with their tenants. This is a voluntarily service offered to landlords with no cost.

Each notification will inform the landlord of the police case number, date and time of incident, type of incident, incident address, and the disposition of the contact. The automatic email notifications run on a five day delayed schedule and are only sent when there is police contact at the physical rental address. There is an example of one of the notification emails below for your review.

If you are interested in signing up for this service, please visit

<https://www.maplegrovern.gov/DocumentCenter/View/209/Lease-addendum-for-crime-free-drug-free-housing-PDF?bidId=> and complete the online submission form.

Dear Rental Property Owner/Manager,

Recently, there was police contact at your rental property located in the City of Maple Grove. We are advising you of this matter to assist in keeping you as informed as possible of police contacts at your rental property. Please note that a police contact does not automatically mean that any criminal incidents occurred. The details of this recent contact are listed below.

Case Number: 18012345

Date/Time: 6/14/2018 12:50 PM

Incident Type: NARCOTICS COMPL

Incident Location: 123 Main St 501

Disposition: REPORT (8)

If the above disposition lists arrest, report, or citation and you would like more information then please contact the Maple Grove Police Department by calling 763-494-6100 and complete a data request while referencing the above listed case number. Please allow 7-10 business days before the report will be ready for pick up. If you would like the report returned to you via fax or email please specify this at the time you make the data request.

If the above disposition lists something other than arrest, report, or citation and you would like more information or if you have questions regarding the Crime Free Multi-Housing Ordinance then please contact Maple Grove Police Crime Prevention by calling 763-494-6134 or you may simply reply to this email.

If you would like to be removed from the notification system for the address listed in this email than please reply to this email and make that request. Upon making that request the only address that will be discontinued is the one listed in this email. Notifications on any other addresses that you have enrolled in the notification system will continue until you make a request for them to be removed.

Thank you for your continued commitment to keeping Maple Grove rental property safe and enjoyable for everyone.

Todd Strege, Crime Prevention Officer

City of Maple Grove | 12800 Arbor Lakes Parkway | Maple Grove, MN 55369

Direct: 763-494-6134 | Fax: 763-494-6429 |

"Serving Today, Shaping Tomorrow"

AN EQUAL OPPORTUNITY EMPLOYER

LEASE ADDENDUM FOR CRIME-FREE/DRUG-FREE HOUSING

In consideration of the execution or renewal of a lease of the dwelling unit identified in the lease, Owner and Resident agree as follows:

1. Resident, any members of the resident's household or a guest or other person under the resident's control shall not engage in illegal activity, including drug-related illegal activity, on or near the said premises. "Drug-related illegal activity" means the illegal manufacture, sale, distribution, purchase, use or possession with intent to manufacture, sell, distribute, or use of a controlled substance (as defined in Section 102 or the Controlled Substance Act [21 U.S.C. 801]) or possession of drug paraphernalia.
2. Resident, any member of the resident's household or a guest or other person under the resident's control shall not engage in any act intended to facilitate illegal activity, including drug-related illegal activity, on or near the said premises.
3. Resident or members of the household will not permit the dwelling to be used for, or to facilitate illegal activity, including drug-related illegal activity, regardless or whether the individual engaging in such activity is a member of the household.
4. Resident or members of the household will not engage in the manufacture, sale, or distribution of illegal drugs at any locations, whether on or near the dwelling unit premises or otherwise.
5. Resident, any member of the resident's household, or a guest or other person under the resident's control shall not engage in acts of violence or threats of violence, including but not limited to the unlawful discharge of firearms, prostitution, criminal street gang activity, intimidation, or any other breach of the rental agreement that otherwise jeopardizes the health, safety or welfare of the landlord, his agents or tenants.
6. VIOLATION OF THE ABOVE PROVISIONS SHALL BE A MATERIAL VIOLATION OF THE LEASE AND GOOD CAUSE FOR TERMINATION OF TENANCY. A single violation of any of the provisions of this added addendum shall be deemed a serious violation and material non-compliance with the lease.

It is understood and agreed that a single violation shall be good cause for termination of the lease. Unless otherwise provided by law, proof of violation shall not require criminal conviction, but shall be by the preponderance of the evidence.

7. In case of conflict between the provisions of this addendum and any other provisions of the lease, the provisions of the addendum shall govern.
8. This LEASE ADDENDUM is incorporated into the lease executed or renewed this day between Owner and Resident.

MANAGEMENT

(Resident)

(Resident)

By: _____

(Resident)

Date signed: _____

Date Signed: _____

Resident(s) acknowledge receipt of this addendum by signature of this document.

Rental Property Pre-Inspection Checklist

ALL smoke and carbon monoxide detectors must be 10 years old or less. (check the dates)

- **Smoke detector** required within close proximity to any sleeping rooms and in ALL bedrooms.
- Hardwired smoke detectors must remain hardwired if originally built with hardwired. Battery operated may remain battery operated.
- All smoke detectors shall be installed per the manufacturer’s installation instructions and its listing. Hard-wired smoke detectors shall be wired to a proper unswitched circuit.
- **Carbon monoxide detector** required outside of ALL bedrooms and within 10 feet of door.
- Carbon monoxide detectors may be a combo unit with the smoke detector, battery operated wall mounted unit, or a plug-in style unit.

Interior	
<p>Walls and ceilings</p> <ul style="list-style-type: none"> ○ In good repair ○ Free from holes ○ Free from water damage 	<p>Doors</p> <ul style="list-style-type: none"> ○ Secure ○ Fits frame ○ Proper hardware ○ Weather tight and rodent proof
<p>Floors</p> <ul style="list-style-type: none"> ○ In good repair ○ No holes ○ Structurally sound ○ No trip hazards (i.e. torn carpet) 	<p>Bedrooms rooms/sleeping rooms</p> <ul style="list-style-type: none"> ○ Proper egress and/or door open to the outside required ○ Floor space shall be no less than 70 square feet with a 7 feet minimum width ○ Proper light and ventilation ○ No gas-powered appliance within shared space with a bedroom
<p>Hallway/landing</p> <ul style="list-style-type: none"> ○ Clear pathway ○ Handrails/guardrails securely attached ○ Continuous guardrails required on open sides of landings/stairways 30 inches or more above grade ○ Grippable handrails ○ Floor covering should be intact and secured to floor 	<p>Windows</p> <ul style="list-style-type: none"> ○ No broken/cracked glass ○ Easily openable ○ Capable of being held in position by window hardware ○ Openable windows must have screens in good repair (no holes or rips) ○ Weather tight ○ Window frame must be free of cracked, chipped, peeling, chalking, or flaking paint and caulk and biological growth
<ul style="list-style-type: none"> ○ Occupancy ○ Cellars/crawlspace shall not be used as habitable space ○ Basements must meet all permit construction requirements for light, ventilation, egress, etc. prior to being used as habitable space ○ Adequate hot and cold running water must be provided to all sinks and tubs ○ All household drains must connect to sanitary sewer 	<p>(Occupancy cont.)</p> <ul style="list-style-type: none"> ○ Waste lines must be properly installed, “S” traps not allowed, no flexible style waste lines ○ Hand held showers must have backflow prevention or shorten line to 1-1/2 inches above spill line ○ No leaking faucets or pipes ○ Unused gas lines must be capped ○ All pipes must be free from defects and obstruction and properly secure and supported

<ul style="list-style-type: none"> ○ Fire protection ○ Storage of paint, paper, boxes, rags or other combustible/flammable material not allowed within 10 feet of gas fire appliances (furnaces, water heaters, etc.) ○ Path of egress shall not be blocked by debris, storage, trash, snow, ice or other obstruction ○ All stairways require continuous, grippable handrails 	<p>(Fire protection cont.)</p> <ul style="list-style-type: none"> ○ Building with three or more units require fire extinguishers ○ All smoke detectors shall be installed to requirements with working batteries and functional connections (must be 10 years old or less) ○ Locate at least one smoke detector on each level, not including crawl spaces and uninhabitable attics
<p>Kitchen</p> <ul style="list-style-type: none"> ○ Hot (120 degrees) and cold running water ○ Kitchen sink must be properly connected to sanitary sewer ○ Kitchen must NOT be used for sleeping purposes ○ No dripping faucets or drains ○ Drains must function properly, free of obstructions, and installed per code ○ Cabinets must be in good repair ○ Supplied or provided appliances must be in good working condition ○ Gas appliances must be connected properly with approved fittings/connectors ○ Freestanding ovens must be installed with anti-tip brackets 	<p>Bathroom</p> <ul style="list-style-type: none"> ○ A tub or shower properly installed, maintained and in good repair with caulking intact ○ A washbasin properly installed, maintained and in good repair with caulking intact. ○ Properly installed toilet with all components intact and properly secured, maintained and functioning, sealed at base ○ Faucets must have a minimum one inch gap above the spill line ○ Bathroom cabinets must be in good repair ○ No leaking faucets or drains ○ Water-impervious flooring ○ Either an openable window or mechanical venting required ○ Hot and cold running water required to each fixture ○ Handheld shower heads equipped with backflow preventers
Electrical, mechanical and plumbing	
<p>Electrical</p> <ul style="list-style-type: none"> ○ Adequate service and outlets ○ Properly installed service panel with a 36inch clearance space ○ Fixtures must be intact and properly functioning ○ Extension cords cannot be used in lieu of permanent wiring ○ Cover plates required on all outlets, switches and junction boxes ○ All wiring must be intact and properly maintained 	<p>Mechanical</p> <ul style="list-style-type: none"> ○ Heating appliance must be properly installed and maintained ○ Temporary heating devices shall not be used as primary source of heat ○ Fuel burning appliance must be connected to an approved chimney, flue or vent ○ You may be required to provide service records of any heating system ○ Dryer venting with solid pipe and foil taped at seams
<p>Plumbing</p> <ul style="list-style-type: none"> ○ Faucets must be a minimum one inch above spill lines on all fixtures ○ All plumbing must be installed and maintained to code (saddle valves are not permitted) 	<p>(Plumbing cont.)</p> <ul style="list-style-type: none"> ○ Gas flex connectors must be Underwriters Laboratory (UL) listed and approved ○ Water softener discharge hoses must maintain 1-1/2 inch air gap at discharge point ○ Exterior spigots equipped with backflow preventers

○ Exterior	(Exterior Cont.)
<ul style="list-style-type: none"> ○ Windows and doors ○ Bug and rodent proof ○ Weather-tight ○ Working hardware ○ Free of defects - no torn/ripped screens 	<ul style="list-style-type: none"> ○ Walls – exterior ○ Soffit and fascia in good repair ○ House numbers in front (visible from public way) ○ Siding is weather tight and intact
<ul style="list-style-type: none"> ○ Paint ○ Wood surface weather protected ○ No peeling, chipping, caulking, flaking or other deteriorated paint 	<ul style="list-style-type: none"> ○ Foundation ○ Structurally sound ○ Free of holes or gaps ○ Proper grading
<ul style="list-style-type: none"> ○ Roof ○ Free of leaks ○ Structurally sound ○ No loose or missing shingles 	<ul style="list-style-type: none"> ○ Gutters and downspouts (pertains to existing) ○ Good condition ○ Properly attached and drain water away from structure
<ul style="list-style-type: none"> ○ Chimney ○ Tuckpointing/mortar in good repair ○ Flue liner in good repair 	<ul style="list-style-type: none"> ○ Porch/decks ○ Good repair and structurally sound. ○ No peeling, chipping, flaking or other deteriorated paint or stain. ○ Deck guardrails must be able to sustain a 200-pound force ○ Guard railings required if over 30inch above grade

Updated 09-08-2022

Article XI. – rental housing city code
[Rental Housing Maple Grove city code link](#)