

Rental License Application Packet

*License applications are due by January 31 annually. Incomplete applications will not be accepted.
This application form is for one single-family home, townhome unit, or apartment building only.*

RENTAL PROPERTY ADDRESS	
ADDRESS	
APARTMENT BUILDING NAME <i>(if applicable)</i>	

OFFICE USE ONLY	
	Date Received
APPLICATION	
FEES & SIGNATURE	
TAX IDENTIFICATION	
WORKERS' COMPENSATION	
CRIMINAL BACKGROUND	
CRIME FREE HOUSING	
CLASS VERIFICATION	
PAYMENT TYPE	
RECEIPT NUMBER	
LICENSE NUMBER	
INSPECTION DATE	
MISC.	

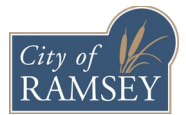
Dear Investment Property Owner,

Thank you for investing in Ramsey! The Rental Licensing and Inspections Program is designed to help you with the safety and upkeep of the property. This program is also appreciated by your tenants and your neighbors. City staff is to be seen as a resource to help with the success of your property. Please reach out if you have any questions with our program or this application packet.

Dana Verbeek,
Planning Assistant 763-433-9824

Craig Swalchick,
Zoning Code Enforcement Officer 763-433-9840

Ramsey Police Department,
Crime-Free Housing Officer 763-427-6812



Rental License Application

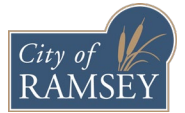
License No. _____

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This application form is for one single-family home, townhome unit, or apartment building only.*

RENTAL PROPERTY ADDRESS	
ADDRESS	
APARTMENT BUILDING NAME <i>(if applicable)</i>	
NUMBER OF UNITS <i>(Apartments)</i>	

OWNER INFORMATION	
Attach copy of state-issued id card.	
NAME	
BUSINESS NAME	
ADDRESS	
EMAIL	
PHONE NUMBER	
DATE OF BIRTH	

PROPERTY MANAGER/CARETAKER INFORMATION	
Required if the owner's office or residence is over 75 miles away from the rental property. Attach copy of state-issued id card.	
NAME:	
COMPANY	
ADDRESS	
EMAIL	
PHONE NUMBER	
DATE OF BIRTH	



Rental License Application – Fees & Signature

Has this property previously been licensed for rental after February 1, 2021? No Yes (License # _____)

If yes, then a \$25 credit is given for the previous license period. - \$25.00\$ _____

If no, a one-time conversion fee is required..... \$500.00..... \$ _____

Single-Family Home, Duplex/Twinhome, or Townhome\$400.00\$ _____

Apartment Building \$600.00\$ _____

Plus Apartment Units..... _____ number of units at \$15.00 each..... \$ _____

Short-Term Rental.....\$400.00\$ _____

Non-Refundable Fee Total\$ _____

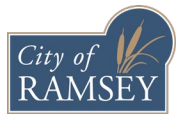
CITY OF RAMSEY **TENNESSEN WARNING**

In connection with your request for a license, the City of Ramsey has asked that you provide information about yourself which is classified as either *private or confidential* by the Minnesota Government Data Practices Act (M.S.A. 13.04). Accordingly, the City is required to inform you of the following:

1. The private or confidential information requested includes, but may not necessarily be limited to, the following: *Your social security number or Minnesota business identification number.*
2. The purpose and intended use of the information requested is: *To comply with Minnesota Statutes, Section 270.72.*
3. You are required to supply the requested information.
4. The known consequences of supplying the requested information are as follows: *Loss or denial of the requested license if you owe the State of Minnesota delinquent taxes, penalties or interest.*
5. The known consequences of refusing to supply the requested information is: *Your request for a license cannot be processed.*
6. The following persons and entities are authorized by law to receive the information if provided: *State of Minnesota - Department of Revenue and other government agencies as provided by law.*

The undersigned, by signing this notice, acknowledges that he/she has read and understood the contents of this notice. The undersigned hereby applies for a rental dwelling license and acknowledges receipt of a copy of City Code Chapter 26, acknowledges the provisions of Rental Residential Dwelling Units Code have been reviewed; and attests the subject premises will be operated and maintained according to the requirements contained therein, subject to applicable sanctions and penalties The undersigned further agrees the subject premises will be inspected by the compliance official as provided in Chapter 26 of City Code. The undersigned hereby certifies that the information contained within this application is true and correct to the best of their knowledge:

Applicant Signature:	Date:
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Rental License Application – Tax Identification

Per Licensing of Rental Property Tax Identification Under Minnesota Law (M.S. 270C.72), the agency issuing you this license is required to provide to the Minnesota Commissioner of Revenue the Social Security number of each license applicant (Section A) or your Minnesota business tax identification number (Section B). Under the Minnesota Government Data Practices Act and the Federal Privacy Act, we must advise you:

- This information may be used to deny the issuance, renewal or transfer of your license if you owe the Minnesota Department of Revenue, or any other Department of Revenue in the United States, delinquent taxes, penalties or interest.
- The licensing agency will supply this information only to the Minnesota Department of Revenue. However, under the Federal Exchange of Information Act, the Department of Revenue is allowed to supply this information to the Internal Revenue Service.
- Failing to supply this information may jeopardize or delay the issuance of your license or processing your renewal application.

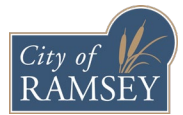
RENTAL PROPERTY ADDRESS	
ADDRESS	

Section A – Complete this portion if you are an individual owner/partner of the property. Do not fill this section out if the property is owned by a business.	
NAME <i>First, Middle, Last</i>	
ADDRESS	
SOCIAL SECURITY NUMBER	
SIGNATURE	

Section B – Complete this portion if the property is owned by a business entity. Do not fill this section out if the property is owned by an individual person.	
BUSINESS NAME	
BUSINESS ADDRESS	
MINNESOTA TAX ID NUMBER	
FEDERAL TAX ID NUMBER	
AUTHORIZED SIGNATURE	

MINNESOTA STATUTE 270C.72 TAX CLEARANCE; ISSUANCE OF LICENSES. Subd. 4. Licensing authority; duties. All licensing authorities must require the applicant to provide the applicant's Social Security number and Minnesota business identification number on all license applications. Upon request of the commissioner, the licensing authority must provide the commissioner with a list of all applicants, including the name, address, business name and address, Social Security number, and business identification number of each applicant. The commissioner may request from a licensing authority a list of the applicants no more than once each calendar year.

Rental License Application – Workers’ Compensation



Minnesota Statute Section 176.182 requires every state and local licensing agency to withhold the issuance or renewal of a license or permit to operate a business or engage in an activity in Minnesota until the applicant presents acceptable evidence of compliance with the workers' compensation insurance coverage requirement of MSS Chapter 176. The information required is: the name of the insurance company, the policy number, and dates of coverage or the permit to self-insure. This information will be collected by the licensing agency and retained in their files.

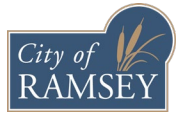
RENTAL PROPERTY ADDRESS	
ADDRESS	

Section A – Complete this portion if you are insured.	
INSURANCE COMPANY NAME	
INSURANCE COMPANY PHONE	
POLICY NUMBER	
DATES OF COVERAGE	
BUSINESS NAME	
BUSINESS ADDRESS	

Section B – Complete this portion if you are not insured. Check the appropriate box.	
<input type="checkbox"/> I am self-insured (include permit to self-insure).	
<input type="checkbox"/> I have no employees who are covered by the Workers’ Compensation Law (these include: spouse, parents, children).	
<input type="checkbox"/> I have no employees.	

Signature	
I certify that the information provided above is accurate and complete and that a valid worker’s compensation policy will be kept in effect at all times as required by law.	
SIGNATURE	

MINNESOTA STATUTE 176.182 BUSINESS LICENSES OR PERMITS; COVERAGE REQUIRED. Every state or local licensing agency shall 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 section 176.181, subdivision 2, by providing the name of the insurance company, the policy number, and dates of coverage or the permit to self-insure. The commissioner shall assess a penalty to the employer of \$2,000 payable to the commissioner for deposit in the assigned risk safety account, if the information is not reported or is falsely reported.



Rental License Application – Criminal Background

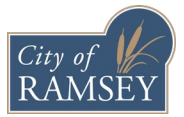
Minnesota Bureau of Criminal Apprehension Computerized Criminal History Data Request

City Code Chapter 26 requires a criminal background investigation be conducted on the Property Owner and Property Manager/Caretaker listed on the Rental License Application. Please submit Criminal Background Investigation forms for each spouse and any other owner listed on the property title.

The following information is necessary for the Police Department to properly identify the applicant for the required criminal background investigation. This information will be retained only by the Police Department, as required by law, and will not be included in any investigative report submitted to the City Council or representatives, and will not become a part of the public record or released to the public except as required by law. Note that “Race” cannot be left blank by the applicant. We are required to collect race data, as provided by the applicant, to perform a Computerized Criminal History.

RENTAL PROPERTY ADDRESS	
ADDRESS	

REQUIRED INFORMATION	
Attach copy of state-issued id card. Duplicate this page as necessary for other associated people.	
NAME <i>First, Middle, Last</i>	
ASSOCIATION	<input type="checkbox"/> Owner <input type="checkbox"/> Property Manager/Caretaker <input type="checkbox"/> Other
DATE OF BIRTH	
RACE	
GENDER	<input type="checkbox"/> Male <input type="checkbox"/> Female <input type="checkbox"/> Non-Binary
ADDRESS	
PHONE NUMBER	
Have you ever been convicted of a crime (felony or gross misdemeanor?) <input type="checkbox"/> Yes <input type="checkbox"/> No	
If Yes, Please list the location, nature of the offense, and the disposition:	
SIGNATURE	



Rental License Application – Crime Free Housing

City Code requires rental property owners to provide a lease addendum to prospective tenants. The tenants must sign the lease and the rental property owner must keep a copy on file. There is no need to provide a copy of the signed addendum to the City. Furthermore, a rental property owner and property manager (if applicable) must attend a qualified Crime-Free Housing class offered by the City of Ramsey. In lieu of the class in Ramsey, the City will honor attendance at a class sponsored by the Minnesota Crime Prevention Association within one year (before or after) of the date of this application. Please provide a copy of your certificate of completion if the class was provided by another organization, police department, or sheriff’s department.

RENTAL PROPERTY ADDRESS	
ADDRESS	

REQUIRED INFORMATION – Owner Attendee to a Crime-Free Housing Class	
Attach copy of certificate of completion.	
NAME	
LOCATION OF CLASS	
DATE OF CLASS	
<input type="checkbox"/> I have not taken a class yet, but I will within one year of the date of this application. If a class is not taken, I understand my license may be revoked or be subject to an administrative fine.	

REQUIRED INFORMATION – Property Manager/Caretaker Attendee to a Crime-Free Housing Class	
Attach copy of certificate of completion.	
NAME	
LOCATION OF CLASS	
DATE OF CLASS	
<input type="checkbox"/> I have not taken a class yet, but I will within one year of the date of this application. If a class is not taken, I understand my license may be revoked or be subject to an administrative fine.	

Signature
I certify that the information provided above is accurate and complete and that all prospective tenants will be provided a Crime-Free Lease Addendum that must be signed prior to renting.
SIGNATURE

Please return the completed application to the City of Ramsey in person, by mail, or via email.
Attn: Rental Licensing
7550 Sunwood Dr NW
Ramsey, MN 55303