

2019 Property Management Change Form

For currently licensed rental property only

www.burnsvillemn.gov/property

Government Data Practices Act-Tennessee 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.

Is this property licensed by a CDA or MDA agency? Please see [Ordinance 3-28-5: EXCEPTION \(B\)](#) Yes No

Rental License No. _____ Issue Date _____ Expires _____

License information can be found online at <https://etrakit.burnsville.org/eTRAKiT/>. You may be required to create an account.

Rental Property Location (one application per address, unless a multi-family dwelling)

Physical address _____
Street Address City State Zip Code

All addresses associated with a multi-family dwelling

Property Description

Single Family Townhome Duplex Manufactured Home
 Multi-family dwelling (Apts./Condos) No. of units _____

A dwelling unit is defined as a single unit providing complete, independent living facilities to one or more persons, including provisions for living, sleeping, eating, cooking and sanitation.

Correspondence regarding this property should be sent to Owner Property Manager

Property Owner Information

Property Owner Name(s) or D.B.A. _____

Mailing Address (P.O. Boxes are not acceptable) _____

Best Phone Number to be Reached at _____ Alternate Phone Number _____

Email Address (Optional. If provided, it is considered public record and is made available upon request.) _____

Emergency (24-hour) contact phone number (required) _____

Call 952-895-4440 to verify if any inspections are needed for this property.

Inspections are required:

- Single Family | every three years
- Multi-family | every year

New Property Management Company or Individual

Check one of the boxes below

Property Manager or Company
 Agent Caretaker HOA

The agent named below is authorized to make/order repairs and/or service to the building; to provide required services necessary to protect the health, safety and welfare of the occupants or is able to contact the person so authorized.

Yes No

Property Management Company or Individual Name _____

Mailing Address (P.O. Boxes are not acceptable) _____

Best Phone Number to be Reached _____ Alternate Phone Number _____

Email Address (Optional. If provided, it is considered public record and is made available upon request.) _____

Emergency (24-hour) contact phone number (required) _____

The purpose of this form is to notify the City of Burnsville of a property management change.

By signing this application I attest that:

- I am the owner of record or agent for this property and am authorized to sign this application
- I have read and agree to uphold the Rental License Standards and City Code, Chapter 28
- The City Code can be accessed at www.burnsvillemn.gov/citycode
- The property is currently licensed by the City of Burnsville and no sale has occurred (*licenses are non-transferable*)
- All information is correct and accurate to the best of my knowledge

Return Completed Form to:

City of Burnsville
 Licensing & Code Enforcement
 100 Civic Center Parkway
 Burnsville, MN 55337

Applicant Full Name _____
(Please Print) First Middle Last

Signature _____ **Date** _____
(Applicant Signature Required)

FOR CITY USE ONLY

SC

Rental License No. _____ Region _____ Inspection Scheduled _____ Passed Inspection _____

Provisional License Mailed _____ Rental License Mailed or Emailed _____

1/4/2018

Rental License Information

- Rental licenses are valid for one calendar year
- It is the responsibility of the owner or owner's agent to renew the rental license on or before the due date
- Licensee is responsible to keep the City informed of any changes in the license information provided on the license application
- Failure to obtain or allowing a rental license to expire can result in a citation and fine up to \$1000
- License fees are non-refundable and non-transferable
- License exemptions can be located at www.burnsvillemn.gov under "Help Center" in City Code 3-28-5
- It is the responsibility of the owner or owner's agent to schedule all inspections and re-inspections
- Building permits are required for most alterations in rental dwellings and work shall be completed by a licensed contractor (visit www.burnsvillemn.gov/inspections for more information)
- Information provided on this form may be used by City staff to notify you or your agent of a police or fire emergency

For rental, license and late fee information visit

www.burnsvillemn.gov/property

Rental License Standards

Below is a list of Rental License Standards that owners/managers are asked to agree to as part of their rental license.

- I understand that by owning property in Burnsville, I am operating in a residential zone of the city.
- I understand my rental license must be renewed annually.
- I understand City Code, Chapter 28, regarding rental licensing, and understand I am subject to the requirements contained therein.
- I understand the rental property must pass a rental property inspection conducted by a City Housing Inspector, and must maintain the property in accordance with City Codes.
- I understand I must screen all potential tenants by using a written rental application, which contains sufficient information to conduct a criminal background check.
- I must use a written lease for all tenants.
- In addition to a written lease, I understand I must also issue a Crime Free/Drug Free Housing lease addendum as required by the Ordinance.
- I understand my rental license is not transferrable.
- I understand my rental license must be renewed annually.
- I understand the "Kari Koskinen Manager Background Check Act" M.S. 299C.66 to 299C.71 and that I am required to complete a background check on anyone that is defined as a "manager" according to the statute. This applies to and includes leasing agents, maintenance personnel, etc.
- For multi-family rentals: The license holder or manager has attended or is scheduled to attend a City of Burnsville multi-housing training. This training is put on annually. All managers are required to attend once every three years. Additional repeated training is optional and recommended.
- I understand the efforts of the Burnsville Fire Department in regard to multi-unit housing fire prevention, and will supply to all new tenants information regarding fire prevention efforts.
- I understand the City Manager may deny or not renew a license and the City Council may revoke or suspend a license for failure to address any tenant or property issues. Failure to abide by the above requirements is grounds for penalties which may include license non-renewal, suspension, revocation, and fines.

Stay up-to-date on City happenings by signing up for notifications at

www.burnsvillemn.gov/subscribe