

# Application for New Rental Business



City Of  
**Burnsville**

Licensing and Code Enforcement  
[burnsvillemn.gov/property](http://burnsvillemn.gov/property)

100 Civic Center Parkway | Burnsville, Minnesota 55337-3817

952-895-4400 | [rental@burnsvillemn.gov](mailto:rental@burnsvillemn.gov) | [www.burnsvillemn.gov/property](http://www.burnsvillemn.gov/property)

**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.

# New Rental License Application

100 Civic Center Parkway | Burnsville, MN 55337 | 952-895-4400

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 may 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 state agency? Please see [Ordinance 3-28-5: EXCEPTION \(B\)](#) Yes No

All multi-unit complexes must attach a detailed list with the individual building addresses and unit numbers to be licensed.

## RENTAL PROPERTY LOCATION

Street address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

## PROPERTY DESCRIPTION

Single family \_\_\_\_\_ Townhome \_\_\_\_\_ Duplex \_\_\_\_\_  
Multi-family structure (Apts./Condos) # of units \_\_\_\_\_ # of buildings \_\_\_\_\_ Manufactured Home \_\_\_\_\_

Licenses will commence – and are renewed annually – in the quarter in which the application is received.

First quarter runs from April 1 to March 31 the following year | Second quarter runs from July 1 to June 30 the following year

Third quarter runs from Oct. 1 to Sept. 30 the following year | Fourth quarter runs from Jan. 1 to Dec. 31 the following year

## RENEWALS SHOULD BE SENT TO

Owner

Property manager

PROPERTY OWNER INFORMATION	PROPERTY MANAGER/CARETAKER INFORMATION:
Business name (if applicable) _____	The agent named below is authorized to make or 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.
Owner name _____	Property Mgmt. Company _____
Owner address _____	Attn _____
City _____ State _____ Zip _____	Address _____
Owner phone _____ Cell _____	City _____ State _____ Zip _____
Owner email* _____	Phone _____ Cell _____
*Email addresses are optional. This information may be considered public record and may be made available upon request.	Email: _____
	Emergency 24-hour contact number _____

**License Process:** Fill out this application completely and enclose the appropriate license fee. (All fees and a link to rental standards are listed on the reverse side of this application). Failure to enclose the proper fee and complete the MN Workers Compensation and Tax Id page, will result in the application being returned to you and delay the processing of your rental business license.

- **Do not email the application**
- Email [rental@burnsvillemn.gov](mailto:rental@burnsvillemn.gov) to schedule a rental inspection. Rental inspections are required every three years
- If paying by check, make payable to the City of Burnsville

Sign, date and return the completed application to Burnsville City Hall, 100 Civic Center Parkway, Burnsville, MN 55337.

I understand that it is my responsibility to submit all required fees and obtain all necessary approvals prior to licensing. I acknowledge that I am the owner of record or agent for this property and am authorized to sign this application. By signing this application I am acknowledging and agreeing to uphold the rental standards as part of my rental license. All information is correct and accurate to the best of my knowledge.

Applicant name \_\_\_\_\_  
First Middle Last

Signature \_\_\_\_\_ Date \_\_\_\_\_

FOR CITY USE ONLY: Amount/Ck# _____	Rental License _____	Region _____	Inspection Scheduled _____	S C <input type="checkbox"/>
Passed Inspection _____	Provisional License Mailed _____	Rental License Mailed /emailed _____	7/25/2018	

The rental license standards and online instructions can be found at this link at [www.burnsvillemn.gov/rental](http://www.burnsvillemn.gov/rental).

Assistance or paper copies may be requested by emailing [rental@burnsvillemn.gov](mailto:rental@burnsvillemn.gov) or by calling 952-895-4440.

It is the responsibility of the owner or owner's agent to renew the rental license on or before the due date. Failure to obtain a rental license or allowing the license to expire can result in a citation and fine of up to \$1000.

License exemptions can be located at [www.burnsvillemn.gov/citycode](http://www.burnsvillemn.gov/citycode) in City Code 3-28-5.

License fees are not refundable or transferable.

Please email our office at [rental@burnsvillemn.gov](mailto:rental@burnsvillemn.gov) to schedule a rental inspection. Inspections **must** occur during regular business hours. State law requires that you notify tenants in advance of upcoming inspections.

If there are items noted during the inspection that are not in compliance with City ordinances, they shall be corrected prior to the issuance of the business license. It is the responsibility of the owner or owner's agent to schedule all re-inspections.

Additional inspections beyond the re-inspection may be charged at an additional \$185. This is a separate fee and is not applied toward your license fee. After the property has been determined to be in compliance with City ordinances the license will be issued. Some correction may require a building permit. Please call 952-895-4444 to verify building ordinance requirements.

The City of Burnsville provides general information, updates and notices via email subscription. Sign up to receive notices at [www.burnsvillemn.gov/subscribe](http://www.burnsvillemn.gov/subscribe). This includes notifications of any proposed ordinances at least 10 days before the City Council conducts a final vote on the proposed ordinance. (M.S. 415.19)

INDIVIDUAL HOMEOWNER FEES	MULTI-FAMILY STRUCTURE COMPLEX OWNERS:
New conversion fee required for Previously expired or closed license more than 1 year	Multi-family dwellings (apartments, independent, coop, assisted living)
\$500	\$150/building and \$12/per unit
Single family home	Multi-family townhome (entire building owned by same owner)
Manufactured home not owned by park	\$92/building and \$12/per unit
\$175	Manufactured home park (owned by the park)
Townhome, Condominium	\$ 280 plus \$55/ per unit
Townhome in association	Annual fire inspection
Duplex per unit rented	\$160 (per building)
<b>Missed inspection fee ("No show")</b>	Inspection fee
<b>\$50</b>	\$185 (per building)
	<b>Missed inspection fee ("No show")</b>
	<b>\$50</b>
<b>Late fees</b>	
Submitted 15-29 days after due date 25% of license base fee	
Submitted 30-45 days after due date 50% of license base fee	
Submitted 45 days after due date 100% of license base	

**This form must be submitted with the Rental License application**

**LICENSE APPLICANT:**

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.

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 licensing 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 licensing issuance or renewal application.

Please supply the following information and return along with your application to the agency issuing the license.

**Do not return to the Department of Revenue.**

Name of Applicant: \_\_\_\_\_

Type of Business: \_\_\_\_\_

**\*Provide a social security number; or a Minnesota Tax ID; or Federal Tax ID Number. Only one tax ID number is required.**

**Sole Proprietors only:**

Social Security Number: \_\_\_\_\_

**Partnerships, LLCs, Corporations:**

Minnesota Tax ID Number: \_\_\_\_\_

Federal Tax ID Number: \_\_\_\_\_

Applicant full Name: \_\_\_\_\_  
(Print Name)                      First                      Middle                      Last

Applicant Signature: \_\_\_\_\_                      Date: \_\_\_\_\_

**If a Minnesota Tax Identification Number is not required, please explain below.**

\_\_\_\_\_  
\_\_\_\_\_

**2018 Minnesota Statutes**

270C.72 TAX CLEARANCE; ISSUANCE OF LICENSES. Subd. 4. Licensing authority; duties.

Licensing authority; duties. All licensing authorities must require the applicant to provide the applicant's Social Security number or individual taxpayer identification number and Minnesota business identification number, as applicable, 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, and Social Security number or individual taxpayer identification number and business identification number, as applicable, of each applicant. The commissioner may request from a licensing authority a list of the applicants no more than once each calendar year.

# 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

**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](http://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.



Burnsville Fire would like to welcome you to your new residence. We are providing the following information to give you an awareness of fire safety and to remind you that you are not the only person living in the building. Other residents are counting on you to be safety-conscious and prevent fires.

Most multi-housing building fires that have occurred in Burnsville were due to human error due to careless smoking, cooking, and/or candles.

We are asking you to do what we have asked current residents to do, please watch a 12 minute fire safety video created by Burnsville Fire and to follow these important tips. You can do your part to make your living community a safe and enjoyable experience.

### Links to the video:

- |   |   |
|---|---|
| Keep the Burn out of Burnsville [English - Full]  | <a href="http://youtu.be/elWZ7LsSXBQ">http://youtu.be/elWZ7LsSXBQ</a> |
| Keep the Burn out of Burnsville [Spanish - Full]: | <a href="http://youtu.be/9oSw2G84p98">http://youtu.be/9oSw2G84p98</a> |
| Keep the Burn out of Burnsville [Russian - Full]: | <a href="http://youtu.be/P9Vh-FJDsbl">http://youtu.be/P9Vh-FJDsbl</a> |
| Keep the Burn out of Burnsville [Somali - Full]:  | <a href="http://youtu.be/1yTHek-8lyY">http://youtu.be/1yTHek-8lyY</a> |

### Important Safety Guidelines:

- If you smoke, use a noncombustible ashtray such as a “Butt Bucket” or Aluminum pop can.
- **Do Not** use a planter, potted plant or any combustible container to discard smoking materials
- **Never** leave candles unattended
- Test smoke detectors once a month and change the batteries (if applicable) twice a year
- Report any suspected arson to the Police or Fire Department
- Store flammables and combustibles in approved areas only
- Learn and follow City Ordinances and fire laws for grilling
- **Never** leave a kitchen unattended while cooking
- Research and purchase a stovetop fire suppression canister for your cooking hood
- It is recommended to purchase Renter Insurance to protect your property

If you have any other questions, please contact the Burnsville Fire Department at **952-895-4570** or [www.burnsvillemn.gov/fire](http://www.burnsvillemn.gov/fire).



Reviewing rental units for compliance with this list could save from costly re-inspections. Rental units include apartments, condos, manufactured home parks and single-family homes for rent.

*This list contains common violations. It is not intended to be a comprehensive list of all violations that could occur.*

## Single and Multi- Units | Interior

### Ceiling

- Free of water damage, cracks and peeling

### Electrical

- All outlets and switch plate covers present and secured
- Wiring is concealed
- Free of temporary wiring/extension cords
- Electrical panel and/or electrical room labeled and accessible? (three foot clearance to panel and inspection sticker)

### Floors

- Floors free of holes, cracks and tripping hazards
- Water-tight surfaces in bathrooms and kitchens

### Food Storage/Preparation

- Cabinet doors, drawers and hardware in good condition
- Kitchen is sanitary

### Furnace/Air Conditioner

- Heating appliances and air conditioners operable with secure gaskets and handles
- Controls/thermostats easily accessible

### Refrigerator

- Refrigerator operable with secure gaskets and handles

### Sink/Wash Basin

- Sinks and wash basins are cleanable; have water-tight surfaces that are free of chips, cracks and leaks
- No presence of flexible piping

### Smoke/Carbon Monoxide Detectors

- Working smoke detectors installed in each bedroom, adjacent hallways and on each level
- Working carbon monoxide (CO) detector are within 10 feet of bedrooms where required

### Stove/Range/Oven

- Burners and oven elements are operable
- Door gaskets are in good condition
- Adjacent countertops are below stovetop cooking surfaces

### Environment

- Free of signs of rodent or pest infestation

### Tubs/Showers/Toilets

- Surfaces around tub, shower, floor and toilet are washable and water-tight
- Plumbing fixtures are operating properly

### Ventilation

- Bathroom | Operable bath fans if there is no bathroom window
- Kitchen | Mechanical fans or windows open freely
- Dryer | Vented through rigid metal or other approved flexible materials, secured at joints with metal tape
- Dryer | Directly vented to the outside

### Walls

- Walls free of holes or water damage

### Windows/Patio Doors

- Windows open, close and latch freely
- Doors open, close and latch freely
- Windows and doors free from leaks, cracks and peeling paint
- Screens on all windows and doors

### Exits and Pathways

- Exits and pathways are clear, maintained and usable

### Stairs and Guardrails

- Carpeting on stairs is secure
- Handrails are present and secure

### Water Heater

- Water heater is free of leaks and rust
- A metal drip pipe is in place within 18 inches of the ground
- Vented properly

### Turn page over for:

- Single and Multi- Units | Exterior
- Multi-Family | Interior Common Areas
- Multi-Family | Exterior Common Areas



## Single and Multi- Units | Exterior

### Combustible Storage

- Combustible materials (i.e. paint, gasoline, etc.) are stored properly

### Address

- Building address is visible from street
- Individual numbers in the address are at least four inches tall

### Building Exterior/Yard Maintenance

- Roof and siding in good condition
- Sidewalks and steps maintained
- Yard/landscaping maintained (mowed or plowed) and free of junk and debris
- Painted surfaces are free of chipping/peeling

### Decks

- Guardrails present on any decking over 30 inches from ground
- Decks free of grills, where applicable
- Decks structurally sound (no holes, no rotting)

### Vehicles/Outdoor Storage

- Yard and exterior free of prohibited items
- All vehicles parked on the property are operable, licensed and properly parked

## Multi-Family | Interior Common Areas

### Emergency Contacts and Fire Department Key Box

- Up-to-date emergency contact numbers
- Fire Department box contains all necessary keys

### Fire Extinguisher

- Fire extinguishers are visible, accessible with valid inspection dates
- Extinguisher cases are free of broken or chipped glass

### Fire Safety Features

- Emergency lights, exit signs and fire doors are maintained and operable

### Stairs and Guardrails

- Carpeting on stairs is secure
- Handrails are present and secure

### Pool Chemicals

- Pool chemicals stored properly

## Multi-Family | Exterior Common Areas

### Dumpsters

- Dumpsters are located away from building and wall openings

### Fire Lanes

- Fire lanes are posted and well maintained

### Hydrants and Sprinklers

- Hydrants and sprinkler systems are well maintained

### Utility Meter

- Utility meters are protected from potential vehicle damage

### Garbage/Recycling

- A garbage and recycling service is in place
- Containers are stored in approved enclosures

### Laundry Rooms

- Laundry rooms maintained and properly ventilated
- All surfaces are water-tight

### Pool Chemicals

- Pool chemicals stored properly

## Contact Information

### City of Burnsville

100 Civic Center Parkway  
Burnsville, MN 55337-3817  
952-895-4400

### Rental License & Code Enforcement

100 Civic Center Parkway  
Burnsville, MN 55337-3817  
952-895-4440

### Fire Department Administration

952-895-4570

### Police Department Administration

952-895-4600

For more information visit

[www.burnsvillemn.gov/property](http://www.burnsvillemn.gov/property)