

City of Anoka Rental License Checklist

Prior to issuance or renewal of a rental license, the following information shall be submitted by **EVERY** applicant:

- ___ Name, address and phone number of the property owner.
- ___ Name, address and phone number of the property manager if different from the property owner.
- ___ Name, address and phone number of the designated agent.
- ___ The street address and property identification number of the property.
- ___ Description of the number of units and number of bedrooms in each unit offered for rent.
- ___ An acknowledgement that the owner or designated agent has received a copy of this ordinance.
- ___ A description of the procedure through which occupant inquiries and complaints are to be processed.
- ___ Certification to the City that there are no delinquent utility fees due upon the parcel of land to which the rental housing license application relates.
- ___ A copy of the Crime Free/Drug Free Addendum.
- ___ Lead Free informational materials for pre-1978 properties, including all information as may be required by Federal law
- ___ Documentation showing that criminal background checks are conducted on prospective occupants prior to letting of a property.
- ___ Documentation showing that the owner or the owner's designated agent has completed 8 hours of Crime-Free Housing Educational Training from any of the agencies certified to conduct such training