



## RENTAL LICENSE APPLICATION

ALL INFORMATION ON THIS APPLICATION MUST BE COMPLETED

### 1) OWNER INFORMATION

Name: \_\_\_\_\_ Business Name \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone Numbers: BUSINESS \_\_\_\_\_ EVENING \_\_\_\_\_

E-mail Address: \_\_\_\_\_

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### 2) PROPERTY MANAGER OR AGENT INFORMATION (if different from property owner)

Name: \_\_\_\_\_ Business Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone Numbers: BUSINESS \_\_\_\_\_ EVENING \_\_\_\_\_

### 3) RENTAL PROPERTY INFORMATION

Property Mailing Address(s): \_\_\_\_\_

Property Identification Number: \_\_\_\_\_

Number of Buildings if an Apartment Complex: \_\_\_\_\_ Number of units: \_\_\_\_\_

Number of Bedrooms per Unit: 1 bedroom: \_\_\_\_\_ 2 bedrooms: \_\_\_\_\_ 3 bedrooms: \_\_\_\_\_ 4 bedrooms: \_\_\_\_\_

5 bedrooms: \_\_\_\_\_ 6 bedrooms: \_\_\_\_\_ More than 6 bedrooms: \_\_\_\_\_

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### 4) APPLICANT AFFIDAVIT:

I hereby attest to the truth and accuracy of the information contained in this application and that I have received a copy of Anoka City Ordinance Chapter 48 Articles I and II. (available on city website [www.ci.anoka.mn.us](http://www.ci.anoka.mn.us))

Signature of Owner / Agent: \_\_\_\_\_ Date: \_\_\_\_\_

5) DESCRIBE HOW OCCUPANTS INQUIRIES OR COMPLAINTS ARE PROCESSED.

6) ARE THERE DELINQUENT UTILITY FEES? YES\_\_\_ NO \_\_\_

7) HAVE YOU ADDED A CRIME FREE/DRUG FREE ADDENDUM? YES\_\_\_ NO\_\_\_  
*Please provide a copy for our files*

8) IS LEAD FREE INFORMATIONAL MATERIAL FOR PRE 1978 PROPERTIES  
PROVIDED TO TENANTS? YES\_\_\_ NO \_\_\_  
*Required by federal law*

9) DO YOU REQUIRE CRIMINAL BACKGROUND CHECKS? YES\_\_\_ NO\_\_\_  
*Please provide documentation for our files*

10) HAVE YOU OR YOUR AGENT COMPLETED A MINIMUM OF 8 HOURS OF CRIME  
FREE HOUSING EDUCATIONAL WORKSHOP OR SIMILAR EDUCATION ?  
YES\_\_\_ NO\_\_\_  
*Please provide documentation for our files*

## 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

**CRIME FREE/ DRUG FREE LEASE ADDENDUM**

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

**Crime Free/Drug Free.**

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. 802]) 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 of 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 possession or discharge of firearms, prostitution or prostitution related activity, allowing stolen property or property obtained by robbery, 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.

**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 LEASE ADDENDUM shall be deemed a serious violation and material non-compliance with the lease.**

**Disorderly Conduct.**

1. Resident, members of the resident's household, guests, or other persons under the resident's control shall not engage in Disorderly Conduct as defined in Section 48-41 of the Anoka City Code. These activities include, but are not limited to: Violation of any Federal or State Law; violation of Anoka City Ordinance; drug related illegal activity; acts or threats of violence; repeated unfounded calls to police; major Life/Safety Issues; creating, or allowing to continue, any hazardous or physically offensive condition which serves no legitimate purpose
2. THREE NUISANCE POLICE CALLS FOR SERVICE INVOLVING THE SAME TENANCY WITHIN A CONTINUOUS TWELVE MONTH PERIOD SHALL BE A SUBSTANTIAL AND MATERIAL VIOLATION TO THE LEASE AND GOOD CAUSE FOR TERMINATION OF THE TENANCY.

**Non-exclusive Remedies.**

The Crime Free/Drug Free and Disorderly Conduct provisions are in addition to all other terms of the lease and do not limit or replace any other provisions.

**Unless otherwise provided by law, proof of violation shall not require criminal conviction, but shall be by the preponderance of the evidence.** This LEASE ADDENDUM is incorporated into the lease executed or renewed this day between Owner and Resident. In the case of a conflict between the provisions of this LEASE ADDENDUM and any other provisions of the lease, the provisions in this LEASE ADDENDUM shall govern.

**Management**

\_\_\_\_\_

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

By: \_\_\_\_\_ (Resident)

Date Signed: \_\_\_\_\_ (Resident)

\_\_\_\_\_ (Resident)

Date Signed: \_\_\_\_\_

## RENTAL LICENSE FEES

<b>New License</b>	<b>Fee</b>
Fee per year for first unit*	\$80
Fee per year for each additional unit*	\$2
Conversion Fee (applied to all single family or townhomes converted from owner occupied to rental units)	\$100
<b>Re-Inspection</b>	<b>Fee</b>
Re-inspection with full compliance	No Charge
Re-inspection without full compliance	\$100 + \$25 per failed unit
<b>Re-Instatement After Cancellation</b>	<b>Fee</b>
Re-instatement of license after new application submitted	\$100

\*Rental licenses are issued on a set three year term (next term ending December 2019). All three years must be paid at the time of application or renewal. If a new license is submitted mid-term, the fee will be prorated for the remaining months.

