



39811 State Highway 6
PO Box 68
Emily, MN 56447
218-763-2480

RENTAL DWELLING LICENSE APPLICATION

Registration must be renewed annually and is non-transferable.
New owners must apply for a new registration.
Rental Licenses are valid January 1-December 31

Emily Code of Ordinances Chapter 150 Rental Dwelling License Required. *No person shall allow to be occupied, or let to another for occupancy, any dwelling unit unless the owner has first obtained a license from the City.*

- 1ST TIME REGISTRATION
- ANNUAL RENEWAL
- SHORT-TERM RENTAL
- LONG-TERM RENTAL

Application must be completed in its entirety – one application per structure.

Rental Property Address _____

Property Type (check one): Single Family Multi - Number of dwelling units or sleeping rooms _____

Maximum number of people permitted per dwelling unit or sleeping room _____

Current Subsurface Sewage Treatment System Compliance Inspection Form must be attached unless connected to City Sewer. Appropriate Sizing Requirements pursuant to MN Rules Part 7080, determined by size of SSTs.

Owner/Officer Name _____

Business Name (if applicable) _____

Phone (_____) _____ Email _____

Mailing Address _____

MN Tax ID OR Social Security # _____

MN Statute 270C.72, Subd. 4 states that all licensing authorities must require the applicant to provide the applicant's social security number and/or MN business identification number on all license applications. Your cooperation in meeting this requirement is greatly appreciated. The city cannot process license applications without this information.

Property Manager/Agent Name _____

Phone (_____) _____ Email _____

Mailing Address _____

*******LONG TERM RENTAL ONLY*******

Tenant(S) Name _____

Phone (_____) _____ Email _____

Tennessen Notice: Some or all information you are asked to provide is classified by State law as either private, public, or confidential. The data will constitute a public record if and when the registration is granted. Our purpose and intended use of this information is to annually update our records and records of other governmental agencies required by law. If you refuse to supply the information, the registration may not be issued.

I declare that the information I have provided on this application is truthful and I understand that falsification of information provided on this application will result in denial of the license.

I authorize the City of Emily to investigate and make whatever inquiries are necessary to verify the information provided.

I affirm by my signature below that I am in compliance with all rental dwelling licensing standards outlined in Emily Code of Ordinances, Chapter 150. I understand that failure to comply with any of these standards and/or conditions shall be adequate grounds for the denial, refusal to renew, revocation, or suspension of my rental dwelling license. I acknowledge that the City of Emily will hold me responsible for the maintenance, management, and any legal actions that may ensue for the above listed rental property. I agree that all correspondence sent from the City of Emily will be mailed to the Authorized Agent.

I agree to notify the City of Emily within 5 business days of any changes in ownership or type of occupancy.

I hereby agree...

Printed name of Owner/Officer

Signature of Owner/Officer

Date

RENTAL APPLICATION FEES

Rental License includes application & inspection fee. Make check payable to: City of Emily or pay on-line <https://www.cityofemily.com/> (service fee for on-line payments)

Initial License Fee:

Single unit	\$125
Multi-unit	\$125 plus \$10 for each additional unit

Annual Renewal License Fee

Single unit	\$100
Multi-unit	\$100 plus \$10 for each additional unit, first year

Please return completed form (s), supporting documents and fee to:

City of Emily
39811 State Highway 6/PO Box 68
Emily, MN 56447
Or email to: zoning@emily.net

OFFICE USE ONLY

Amount paid \$ _____

Date paid _____

Docs attached Yes No

Approved Yes No