

Registration Fee: \$100.00 each unit

2016-2017

APPLICATION FOR RENTAL REGISTRATION

City of Cass Lake
330 2nd Street NW., PO Box 877
Cass Lake, MN 56633
Phone: (218) 335-2238 Fax: (218) 335-8951

1. Address of rental property: _____
2. Parcel Number of property: _____
3. Owner/Partner/Corporate Officer information of above rental property.
Name: _____ Date of Birth: _____
Address: _____
Phone Days: _____ Evening: _____
Fax Number: _____
4. Caretaker/manager for above rental property: (Please note: If the owner lives more than 50 miles from the City of Cass Lake, there must be a designated property manager/caretaker locally to contact in case of an emergency, etc.)
Name: _____ Date of Birth: _____
Address: _____
Phone Days: _____ Evening: _____
Fax Number: _____
5. Person authorized to make or order repairs of services (if different than owner or property manager).
Name: _____ Date of Birth: _____
Address: _____
Phone Days: _____ Evening: _____
Fax Number: _____

6. Type of dwelling: (Example: owner occupied with a sleeping room is considered a two-family dwelling unit according to our office.)

One Family

Two Family

Multiple Family

Mobile Home

(Please Note: If the rental unit is a mobile home outside a mobile home park, please include the year, make, model and serial number of trailer).

7. Total number of rental units at above listed rental property: _____

8. Number of sleeping rooms in this rental dwelling: _____

9. How many apartments/sleeping rooms are located in the basement of the rental property?

Basement Apartments

Basement Sleeping Rooms

10. Is off-street parking provided? Yes No Number of Spaces: _____

11. NOTICE TO APPLICANTS:

A. The City Clerk must be notified, in writing, with five (5) business days of any transfer of legal control.

B. Copies of the Rental Unit Registration Ordinance 679, of the City of Cass Lake, are available from the City office. Owners, agents and managers should become familiar with its provisions.

C. Failure to register rental property within thirty (30) days after the due date will result in a late charge, which will be in accordance to the Annual Registration Late Fee Schedule.

12. APPLICATION

The undersigned hereby applies for a rental dwelling registration as required by City Ordinance 679, acknowledges that the provisions of the Rental Registration Program have been reviewed and attests that the subject premises will be operated and maintained according to the requirements contained therein, subject to applicable sanctions and penalties. The undersigned further agrees that the subject premises may be inspected by the compliance official. The applicant further certifies that all statements and facts in this application are true and authorizes the City of Cass Lake to investigate any or all statements or facts contained herein; acknowledging that the misrepresentation or the omission of facts called for will be just cause for the disqualification or repeal of this registration.

13. FEES

Registration fee and initial inspection per unit is \$100.00. First re-inspection is free, subsequent re-inspections are \$30.00 per visit. If there are zero infractions on initial inspection, there will be a \$15.00 reduction in fees per unit inspected.

I CERTIFY THAT THE ABOVE INFORMATION IS TRUE AND CORRECT AND I UNDERSTAND ALL MAILINGS INCLUDING THE ANNUAL RENTAL LICENSE BILLING STATEMENT WILL BE MAILED TO THE APPOINTED AGENT/CONTACT PERSON UNLESS CITY CLERK IS NOTIFIED OF ANY CHANGES.

Signature of Owner

Date

Signature of Property Manager if other than owner

Date

Caution: Your signature as Property Manager on this form will make you responsible for the maintenance and management of this rental property.