

Time of Sale (TOS) License Application

<input type="checkbox"/> Renewal	Application Number: LCCL _____
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To renew your Time of Sale (TOS) license, complete and sign this application.

Return with payment of \$ _____ to the City of Bloomington.

You may email the 2 page application to businesslicensing@bloomingtonmn.gov and call in a credit card; or pay by check thru the mail; or pay in person with cash, check or credit card.

APPLICANT		Evaluator Name _____ Phone (____) ____ - _____
		Business Name _____ Phone (____) ____ - _____
		Address _____ City _____ State ____ Zip _____
		E-mail Address _____
	Identification	Minnesota Business Tax ID Number _____ or, Federal Business Tax ID Number _____ or, Applicant Social Security Number _____

**REQUIRED per
Minnesota Statute 270C.72**

Proof of Workers' Compensation Insurance Coverage:

Insurance company name _____ Dates of coverage _____

Policy number/Self-insurance permit number (Per *Minnesota Statute Section 176.182*) _____

Or,

I am not required to have workers' compensation liability coverage because:

- I have no employees. (See Minn. Stat. § 176.011, subd. 9 for the definition of an employee.)
- I am self-insured for workers' compensation (include a copy of authorization to self-insure from the Minnesota Department of Commerce).
- I have employees but they are not covered by the workers' compensation law. (See Minn. Stat. § 176.041 for a list of excluded employees.) Explain why your employees are not covered:

- Other: _____

(Office Use Only)	
Date Application received _____	Payment entered _____
	Date Mailed _____

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**Acknowledgement of Continuing Education Credits
Independent Time of Sale Evaluators**

I, _____ (please print name) hereby swear that I have completed 18 hours of approved continuing education credits in _____. The burden of demonstrating that courses impart appropriate and related knowledge in the regulated industry is upon the person seeking approval or credit. Continuing education credits MUST be completed before renewing your license. You may be subject to enforcement action including license suspension or revocation and/or a civil penalty.

The City of Bloomington requires verification by the building official of your 18 continuing education credits each year to maintain your license. Proof of continuing education credits from the previous year may be requested at any time.

Signature _____

Date _____

CODE OF ETHICS FOR TIME-OF-SALE HOUSING EVALUATORS

1. The Evaluator will be responsible at all times to execute his/her duties with due care and in good faith, in compliance with the Laws and Regulations of the City of Bloomington and the Evaluator's Code of Ethics.
2. The Evaluator will not discriminate in providing services and establishing fees on the basis of sex, marital status, national origin, sexual orientation, race, disability, or religious preference.
3. The Evaluator shall not act as an Evaluator during any time he/she may be under the influence of alcoholic beverages or using any form of drug or narcotic not specifically prescribed by a Doctor of Medicine.
4. The Evaluator shall not knowingly re-evaluate any premises within the time period for which the original evaluation remains valid without the prior approval of the City's Review Evaluator, or use the forms supplied by the City for any use other than evaluations required by Chapter 14.418.
5. The Evaluator, while acting as such, shall not engage in conduct that in any way is in violation of any law or ordinance or is in contravention of good order and decorum.
6. The Evaluator will be responsible to notify the City of Bloomington Review Evaluator of all complaints filed regarding the Evaluator's services.
7. The Evaluator shall not prepare or submit to a homeowner or to the Building and Inspection Division any completed form knowing it or any entry therein to be false. All evaluations made shall be completed upon the forms authorized by the City and shall be submitted to the City within seven (7) calendar days of the evaluation.
8. An Evaluator summoned in writing to appear before the City Council shall respond to such summons on the date and at the time and place indicated.
9. An Evaluator shall not evaluate any property in which the Evaluator has an interest.
10. An Evaluator who is also licensed by the State of Minnesota to sell real estate shall not evaluate any property required to be evaluated by Chapter 14.413, which said Evaluator has listed or is showing or attempting to sell. An Evaluator shall not be in the employ of a real estate sales person or broker and evaluate any property for which such employer has a listing agreement. An Evaluator shall not engage in business practices with any person in the real estate field when such a practice could be construed to be collusion.
11. An Evaluator shall not solicit for sale or solicit or perform repair work for any person, firm or organization on any property the Evaluator has evaluated.

A VIOLATION OF ANY OF THE GUIDELINES MAY RESULT IN SUSPENSION OR REVOCATION OF AN EVALUATOR'S LICENSE OR DENIAL OF A RENEWAL OF SUCH LICENSE.

I, THE UNDERSIGNED, HAVE READ AND UNDERSTAND THE TIME-OF-SALE ORDINANCE AND THE CODE OF ETHICS FOR TIME-OF-SALE HOUSING EVALUATORS.

Signature _____

Date _____