



## Are you ready to apply for a Rental License?

Per City Code, “For all initial applicants, if the rental license is not issued **within 60 calendar days** of the date that both the rental license application and license fee is received, the license will be cancelled. Therefore, the applicant must re-apply by completing the license application again and paying the required license fee and any additional fees if applicable”.

### Step 1: Verify Ownership:

If property was recently purchased, has your ownership been confirmed by Hennepin County? City Code requires a rental license be held by the owner of the property.

To verify ownership, go to <http://www16.co.hennepin.mn.us/pins/addrsrch.jsp>

It can take 3-5 weeks after the closing for Hennepin County to update ownership. If it is not updated, you can contact Hennepin County Recorder’s office at 612-348-5139.

If your rental property is associated with a business, then the business must be registered and active, with the Minnesota Secretary of State. Verify at:

<https://mbisportal.sos.state.mn.us/Business/Search>

### Step 2: Fill out application (2 pages) and make payment:

By mail with a check or by email with a credit card.

[https://www.bloomingtonmn.gov/sites/default/files/rental\\_housing\\_application.pdf](https://www.bloomingtonmn.gov/sites/default/files/rental_housing_application.pdf)

### Step 3: Schedule and Pass a Rental Inspection:

Review the Checklist found on the City of Bloomington website, [www.bloomingtonmn.gov](http://www.bloomingtonmn.gov) “A Practical Guide to the Housing Maintenance Code”.

Contact Environmental Health at [952-563-8934](tel:952-563-8934) to schedule an inspection.

**Renting the property can not occur until a license is issued**

# Rental Housing New Application

<input type="checkbox"/> Single Family Dwelling <input type="checkbox"/> Condominium <input type="checkbox"/> Duplex (___ one unit/ ___ two units)* <input type="checkbox"/> Three/Four Plex (___ one ___ two ___ three ___ four units)* *Check the number of units you are renting	<b>Application Number: LCRH20</b> <input type="checkbox"/> Multiple Dwelling (___ # of building/ ___ # of units) <input type="checkbox"/> Group Housing (___ # of individuals) Designation: MDH <input type="checkbox"/> or DHS <input type="checkbox"/>
Some associations do not allow for the rental of condominiums and townhouses. Please verify if your property has an association and if the by-laws, rules or regulations allow for rental properties.	

**Property Address(es)** \_\_\_\_\_ Unit/Suite \_\_\_\_\_  
 If Multiple Dwelling, name of Complex/Development \_\_\_\_\_

<b>APPLICANT</b>	<b>Property Owner</b>	Owner Name(s) _____ Address _____ City _____ State ____ Zip _____ E-mail Address _____ Cell Phone (____) ____ - _____ Work Phone (____) ____ - _____ Other Phone (____) ____ - _____
	<b>Business</b>	Business Name _____ <input type="checkbox"/> Address same as above Address _____ City _____ State ____ Zip _____ E-mail Address _____ Contact Phone (____) ____ - _____
	<b>Identification</b>	Minnesota Business Tax ID Number _____ Federal Business Tax ID Number _____ Applicant Social Security Number _____

**Complete one only**

REQUIRED per  
Minnesota Statute 270C.72

<b>Designated Agent or, Group Housing</b>	If Licensee/Owner does not reside in the State of Minnesota Counties of Hennepin, Carver, Scott, Dakota, Ramsey, Washington or Anoka, a Designated Agent who does reside in this seven county metro area MUST be listed.	
	The Designated Agent cannot be the tenant.	
	Management Company/Group Housing _____	Agent: _____
	Agent Name _____	
	Address _____ City _____ State ____ Zip _____	E-mail Address _____ Contact Phone (____) ____ - _____

**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 covered by the law.

**Continue to page 2**

All correspondence should be mailed to (pick one):

Property owner/Applicant       Business       Designated Agent/Group Housing

**Is this property purchased under a contract for deed?** See additional application.

Yes       No

**Utility invoices** must be in the name of the owner and sent to the owner's home or business address. The post office will not deliver mail to the rental property site when addressed to the owner and the owner is not the occupant. **Tenant's names will not appear on the invoice.** In the case where there is a property manager, we will send the invoice in the owner's name in care of the property manager. A copy of the contract with the property management company must be on file with the Utility Division.

Unpaid charges will be certified to the County and assessed to the property taxes each year. Disconnection and restoration charges are \$50 for each service performed (\$100 total) if the service is disconnected for non-payment. Services disconnected more than one time will require an additional deposit. Every property owner who fails to keep their correct name and current address on file with the City's Assessing Department (952-563-8722) will be deemed to have waived objection to the adequacy of the manner of providing notice of disconnection and notice of assessment hearings to the addresses on record.

**The Bloomington City Code**, Rental Housing, Chapter 14, is available online at [Bloomingtonmn.gov](http://Bloomingtonmn.gov). It is important to become familiar with the City Code.

The data on this form will be used to approve your license. Some requested data may be private. Private data is available to you and the City or State staff who need this information to perform their duties, but is not available to the public. You are not legally required to provide this data, but the City may not be able to approve your license if you do not provide it.

**I understand that all utility invoices will be in the name of the owner and that the owner is responsible to the City for all charges to the utility account. I certify that I am the owner of the property.**

**I understand, if I am currently Homesteaded at this property, I will notify the Assessing Department at 952-563-8722.**

**I understand, once the application fee is submitted and paid, I will have 60 days to schedule, complete and pass the inspection. If not, the application will be cancelled requiring me to reapply.**

**I understand, if I do not meet the Health Inspector for the scheduled inspection or if the Health Inspector is unable to gain entry, I will be charged a \$100 rescheduling fee.**

***I declare that the information I have provided on this application is truthful and I understand that falsification of answers on this application will result in denial of the application. I authorize the City of Bloomington to investigate and make whatever inquiries that are necessary to verify the information provided.***

***By signing this application, I acknowledge the Rental License will not be issued until an Environmental Health inspection is passed.***

**Property Owner Signature** \_\_\_\_\_ **Date Signed** \_\_\_\_/\_\_\_\_/\_\_\_\_



**A Practical Guide to the Housing Maintenance Code**  
**Checklist for Tenants, Landlords, & Homeowners to Identify Possible Problems**

*Looking Outside: Is your home...weather-tight?...rodent proof?...well maintained?*

**EXTERIOR**

**General**

- No holes or large cracks in foundation
- Soffit, fascia, and siding in good repair
- Exterior surfaces protected from elements
- House numbers visible from public street - 4 inches tall, ½ inch wide, contrasting color
- No peeling, flaking or chipped paint on any exterior surface
- Shingles in good repair; trees must be trimmed back from roof
- Roof free of leaks
- A/C coil, gas line, electrical line penetrations, etc., all caulked
- Gutters/downspouts in good condition and free of debris
- Chimney tuck pointing/mortar in good repair
- Porch and deck in good repair and up to code (guard railings, decking, supports, stairs, etc.)
- Handrails required at four (4) or more risers
- Garages and sheds are in good repair and no peeling paint
- Garage door opener has direct electrical connection (i.e., no extension cord)
- Garage door provided and in good repair
- Electrical outlets/lights/junction boxes have covers
- Grass and weeds cut and maintained
- Surface graded for drainage away from foundation
- No litter in yard
- No parking on grass
- No abandoned vehicles, car parts, tires, vehicle batteries, construction debris, etc.
- No more than 4 vehicles parked/stored outside garage
- No non-residential type vehicles
- Fencing must be in good repair
- Exterior dryer vents are clean
- Maintain window wells free from debris
- All wires a minimum of 10 feet above grade

**Garbage and Recycling**

- Must have trash service
- Must be kept in approved containers with tight fitting lids
- Lids must be closed
- Containers must not overflow
- Containers must not be placed outside the buildable portion of the property
- Appliances for removal must have the doors removed

*Looking Inside: Is your home clean, safe, and well maintained?*

**INTERIOR****Walls and Ceilings**

- Clean and in good repair
- No loose wallpaper
- No cracks or loose plaster
- No peeling paint
- No holes

**Floors**

- Clean and in good repair
- Structurally sound
- No torn floor covering
- Carpets secure to floor and in good repair

**Electrical/Lighting**

- Good repair
- Electrical outlets/switches/junction boxes must have covers
- Cable and phone lines must have covers
- All major appliances must have direct electrical connections - extension cords and outlet adapters are not approved
- Recommend GFCI in bathrooms
- Electrical service must be grounded
- Water meters must be grounded
- Light covers in place
- Service panels must have approved covers
- No open holes in service panels
- All circuits/fuses must be labeled
- All open wires must be capped

## Windows

- Clean and in good repair
- No broken or cracked glass
- Tight fitting screens on all openable windows with no holes or tears
- Working hardware
- Weather tight
- Open and close easily
- Top sash does not come down when window is unlocked or opened
- Does not fall closed after opening
- Locks required on all first floor and lower level windows
- Window sills clean of debris
- No peeling, flaking or chipped paint – recommend NOT painting windows
- Window cranks must be in place and operable
- Proper window dimensions:
  - Sill height not more than 44" above floor
  - Openable area not less than 5.7 square feet (may be reduced depending on age of home)
  - Opening height not less than 24"
  - Opening width not less than 20"
  - Egress wells must be 3 feet wide by 3 feet long
  - Egress ladders required if well is deeper than 44"

## Doors

- Clean and in good repair
- Doors tightly secure when closed
- Tight fitting
- Must have latch-type deadbolt locks with a throw lock of not less than 1 inch on exterior doors - keyed deadbolts are not allowed
- Door closers for screen doors

## Stairways

- Guardrails are required on open-side stairways. No gaps greater than 4 inches.
- Guardrails must be a minimum of 36 inches high with spaces no greater than 4 inches
- Handrails are required when there are more than 4 risers
- Handrail minimum height is 34 inches and 1 ½ inches from wall
- Guardrail and handrail must be in good repair and firmly attached
- All stairs must be in good repair and secure
- Stairs must have a minimum rise of 8 inches and a maximum run of 9 inches
- Handrails must be placed a minimum of 34 inches and a maximum of 38 inches above the top of the step

## Plumbing

- Good repair
- Must have hot (minimum of 110<sup>0</sup>F) and cold running water
- No water leaks in plumbing drains, supply lines, or faucets
- Water heaters must have temperature/pressure relief valve
- Water heaters must have overflow spill pipe within 18" of floor
- Plumbing must be directly connected to sanitary sewer
- All plumbing drains must be rigid; flexible is not approved
- Sump pump drains must be discharged to yard area, not to sewer
- Toilets must have an anti-siphon ballcock inside the tank
- All fixtures must be hard plumbed, except condensate line and washing machine

## Ventilation/Heat/Gas

- All dryers must be vented with rigid or flexible aluminum material
- Flues must have a firestop where it penetrates the floor or wall
- Flues must not have any uncovered holes or be badly rusted and be securely attached
- Bathrooms with showers/tub must have an openable window or mechanical ventilation
- Must provide heat at a minimum of 68<sup>0</sup> F
- All gas lines must be of approved materials and an operable shut-off valve must be present
- Unused gas lines must be properly capped
- All vent covers must be secure and operable

## Fire

- Smoke alarms are required inside every bedroom, each corridor outside every bedroom, and a minimum of one detector per level
- The top of the smoke alarms mounted on walls must be mounted a minimum of 4 inches and a maximum of 12 inches from ceiling and if mounted on ceilings, must be mounted a minimum of 4 inches from walls
- Carbon monoxide alarms are required within 10 feet of all sleeping rooms
- Smoke and carbon monoxide alarms must be testable
- Smoke and carbon monoxide alarms can be battery powered
- All sleeping rooms must have an egress to the outside (window or door)

## General

- All appliances (stove, refrigerator, furnace, water heater, etc.) must be in good repair
- Floor drains must not be clogged and water must be in the trap
- Each bedroom shall have an area of not less than 70 square feet. Where more than two people occupy a room used for sleeping purposes, the required floor area shall be increased at the rate of 50 square feet for each occupant in excess of two.
- Guardrails are required on open-sided stairways. No gaps greater than 4 inches.

**Note: List not intended to be all inclusive.**