



# East Bethel City Hall

2241 221<sup>st</sup> Ave NE | East Bethel, MN 55011  
Phone: (763) 367-7844 | Fax: (763) 434-9578

## Multi-Family Rental Structure License Application

### RENTAL PROPERTY:

Address: \_\_\_\_\_ Unit Number \_\_\_\_\_

**One Rental Application, per Rental Unit, per property address is required.**

Dwelling size (**Required**):  Duplex  Triplex  Fourplex  Sixplex  multi-family (7+)

Is this application for the initial Rental License or for a renewal (**Required**):  Initial  Renewal

### OWNER INFORMATION:

#### Ownership Type (**Required**):

Individual  Corporation  Partnership

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

Company/Partnership: \_\_\_\_\_

Email: \_\_\_\_\_

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

Phone: \_\_\_\_\_

### MANAGING COMPANY (if being used):

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

Contact: \_\_\_\_\_

Email: \_\_\_\_\_

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

Phone: \_\_\_\_\_

### INSPECTION(S):

**The owner or managing company is responsible for scheduling any and all inspections.**

The property must pass inspection before a license is issued. The owner or managing company must be on-site during inspection and take note of any corrections needed. If no one is in attendance than the inspection will not be completed. If the initial inspection does not take place within 30 days of application submittal than the application is null and void. Follow-up inspections and extensions will be granted on an as-needed basis.

I understand the conditions and agree to operate and maintain the subject premise identified herein according to the City of East Bethel's Code of Ordinances. (**Required**)

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**New Rental Property: \$75 per unit**  
**Renewal Rental Fee: \$50 per unit**  
**Late Fee if License expires: \$25 per unit**  
**Reinstatement fee if License expires: \$75 per unit**  
**Property Transfer Fee: \$25 per unit**  
**Total: \$ \_\_\_\_\_**  
**Fees are non-refundable**

**Application must be completed in full. Any fields not completed will result in denial of application.**

**Payment is required prior to an inspection being scheduled.**

**Please contact the building department with any questions.**

### City Use:

Licenses will be issued for a two-year period, and the license shall commence on January 1, XXXX or the date issued. If an application for a license is made after January 1, XXXX, a fee as established by resolution, will be added to the initial license fee. For each subsequent 30-day period an additional late fee will be imposed.