



## East Bethel City Hall

2241 221<sup>st</sup> Ave NE | East Bethel, MN 55011

Phone: (763) 367-7844 | Fax: (763) 434-9578

# Rental License Application

Please email [building@ci.east-bethel.mn.us](mailto:building@ci.east-bethel.mn.us) to schedule inspection.

<b>RENTAL PROPERTY:</b>	
Address: _____	
One (1) property per application. Listing multiple properties will void this application.	
Dwelling size (Required): <input type="checkbox"/> One Family <input type="checkbox"/> Two Family	
Is this application for the initial Rental License or for a renewal (required): <input type="checkbox"/> Initial <input type="checkbox"/> Renewal	
<b>OWNER INFORMATION:</b>	<b>MANAGING COMPANY (if being used):</b>
Company Name: _____	Company Name: _____
Contact Name: _____	Contact: _____
Email: _____	Email: _____
Mailing Address: _____	Mailing Address: _____
_____	_____
Phone: _____	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: \_\_\_\_\_

<b>New Rental Property: \$75</b>
<b>Renewal Rental Property: \$50</b>
<b>Late Fee if license expires: \$25</b>
<b>Reinstatement Fee if license expires: \$75</b>
<b>Property Transfer Fee: \$25</b>
<b>Total: \$ _____</b>
<b>Fees are non-refundable</b>

**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 term shall commence on January 1, XXXX or the date issued and expired on December 31, XXXX	Except in the first year of the program, if an application for a license is made after January 1, XXXX a late 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.
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