



CITY OF Starbuck

PO Box 606 | 307 E 5th Steet
Starbuck MN 56381
charleen.drewes@starbuckpolice.com
Phone: 320-239-2525 / Fax 320-239-4585



APPLICATION FOR RENTAL REGISTRATION LICENSE

DATE: **NEW LICENSE** **RENEW LICENSE**

ADDRESS OF RENTAL PROPERTY:

PROPERTY ID: **SUBSIDIZED: YES** **NO**

DWELLING TYPE: **HOUSE** **APARTMENT** **TOWNHOME/DUPLEX**

OF RENTAL UNITS: **UNITS:**

OWNER'S NAME	ADDRESS, STATE, ZIP	PHONE/ EMAIL
<hr/>	<hr/>	<hr/>
<hr/>	<hr/>	<hr/>

List the name, address, and phone number of the caretaker/manager for the above rental property. (If owner does not live in Pope County, there must be a designated property manager/caretaker locally to contact in case of an emergency, etc.)

NAME	ADDRESS, STATE, ZIP	PHONE/EMAIL
<hr/>	<hr/>	<hr/>
<hr/>	<hr/>	<hr/>

List the name, address, and phone number of the owner's agent for receipt of notices of violations of the provision of the Housing Code Regulations and City Code:

NAME	ADDRESS, STATE, ZIP	PHONE/EMAIL
<hr/>	<hr/>	<hr/>
<hr/>	<hr/>	<hr/>

List the names of tenant's address, phone number, contact information.

NAME	ADDRESS, STATE, ZIP	PHONE/EMAIL
<hr/>	<hr/>	<hr/>
<hr/>	<hr/>	<hr/>
<hr/>	<hr/>	<hr/>

(Please use a separate sheet of paper for additional list of tenants)



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NOTICE TO APPLICANTS

- A. The City Clerk/Administration Office must be notified 72 hours of any transfer of legal control such as contract for deed, lease to buy, etc. as well as change in local caretaker/manager for each rental property. (City Office Phone 320-239-2525)
- B. Owners, agents, and managers should become familiar with the Code Regulations per City Ordinance 95 which are available at the City Office or on our website www.starbuckcitygov.com.
- C. Failure to register rental property will result in a later charge as per the annual registration late fee schedule.
- D. An approved Rental Registration License will be mailed to you at a later date. This license must be posted in a visible location in the rental dwelling at all times.

***FEES:	Inspection/ License Fee	\$150.00 per building (includes one unit)
		\$10.00 for each additional unit

APPLICATION

The undersigned applying for a Rental Registration License as required by City Ordinance 95: Housing, Rental Property, Maintenance & Occupancy, and attests that the subject premises will be operated and maintained according to the City's regulations for rental property and understand that they are subject to applicable sanctions and penalties if not complied to. The undersigned further agrees that the subject premises may be inspected by the Compliance Official as provided in City Ordinance 95. The applicant further certifies that all statements or facts contained herein: acknowledging that the misrepresentation or the omission of facts called for will be just cause for the revocations/suspension of this Rental Registration License.

SIGNATURE: _____

DATE: _____

Owner/ Resident Agent

PAYMENT ENCLOSED: \$

(*See fee rates above)**

FOR OFFICE USE ONLY

DATE RECEIVED: _____ AMOUNT PAID: _____ Cash /Ck#

DATE INSPECTED: _____

APPROVED BY: _____ CERTIFICATE ISSUED: _____