



Rental License Application

City of St. Francis | 23340 Cree Street NW | St. Francis, MN 55070 | 763-753-2630 | www.stfrancismn.org

Date of Application: _____	Date Issued: _____
Check all that apply: <input type="checkbox"/> New Application <input type="checkbox"/> Renewal <input type="checkbox"/> Transfer	

Rental Type	<input type="checkbox"/> Single Family <input type="checkbox"/> Duplex <input type="checkbox"/> Townhouse <input type="checkbox"/> Apartment # of Units: _____ # of Occupants: _____
Property Information	Street Address: _____
	Tax Parcel ID #: _____
Owner or Owner's Representative	Name(s): _____
	Address: _____
	City: _____ State: _____ Zip: _____
	Phone: _____ Email: _____
Local Agent or Management Company	Name(s): _____
	Address: _____
	City: _____ State: _____ Zip: _____
	Phone: _____ Email: _____

Tenant Inquiries and Complaints	Taxes and Utilities
Contact: <input type="checkbox"/> Owner <input type="checkbox"/> Agent Procedure: _____ _____ _____	Past Due Water/Sewer Yes No If yes, past due: \$ _____ Delinquent Taxes Yes No If yes, past due: \$ _____
Staff Use Only: PAID _____ Initial _____	

General Information:

Each license shall be good for two (2) years and expire on January 31st on the second year after issuance, except as otherwise described in Section 4-6-12 regarding the process for the first renewal. License renewals for the following years shall be filed on or before January 15th prior to the license expiration date. Your license will arrive by mail at the address listed above after completed inspection by the compliance official.

License Registration Fee

New Registration		Renewal		
Single Family	\$150	Single Family	\$100	Multiple Family \$75/unit
Multiple Family	\$150/unit			
				Total Fee: \$_____

Acknowledgement of Responsibility: By signing, you acknowledge that you have received a copy of *City Code: Chapter 4, Section 6 (Ordinance No. 188, Effective 1/18/14)* and agree to abide to the terms therein stated.

Applicant Name: _____ Signature: _____
(Please Print)

IF THIS PROPERTY IS NOT BEING USED AS A RENTAL PROPERTY, PLEASE COMPLETE THE FOLLOWING:

I hereby certify the above rental license application was sent to me as the owner of _____ in error. This dwelling will only be used as a single family owner-occupied or relative-occupied structure.

Owner's Name _____

Signature _____ Date _____

Applications must be submitted in person or mailed with payment. Applications will not be accepted via email or by fax.
City of St. Francis, Building Official, 23340 Cree Street NW, St. Francis, MN 55070