



RENTAL HOUSING LICENSE

CITY OF SHOREWOOD

5755 COUNTRY CLUB ROAD · SHOREWOOD, MINNESOTA 55331 · (952) 960-7900

PLANNING AND PROTECTIVE INSPECTIONS

APPLICATION

****PRINT OR TYPE****

SITE

Address: _____

OWNER

Name: _____ Day phone: () _____

Address: _____
(Street) (City/State/Zip)

Email: _____

RESIDENT AGENT OR MANAGEMENT REPRESENTATIVE

Name: _____ Day phone: () _____

Address: _____
(Street) (City/State/Zip)

Email: _____

DWELLING

Type: Single-Family Two-Family Multiple-Family No. of Units: _____

In signing this application, I hereby acknowledge that I have reviewed the Shorewood Rental Housing Code and agree to arrange for necessary inspections to ensure that my rental property complies with the Code.

SIGNATURE OF OWNER OR AGENT: _____
Please print off completed form and sign. Return form to city offices.

| OFFICE USE ONLY | |
|--|--|
| ZONING | LICENSE FEE |
| District: _____ | Fee for buildings 1-5 dwellings: |
| Conforming Use: ____ Nonconforming Use: ____ | \$75/dwelling |
| | Number of units: X _____ |
| INSPECTIONS | Total Fee: _____ |
| Initial Compliance date: _____ | |
| Follow-up date: _____ | Fee for buildings 6+ dwellings: \$400 plus \$10/unit |
| | Number of units: X _____ |
| APPROVED | Total Fee (Max \$750) _____ |
| _____ Compliance Official | _____ Receipt Number: |
| _____ Date | _____ Receipt Date: |

APPLICATION REQUIREMENTS:

APPLICATIONS WILL NOT BE PROCESSED UNTIL ALL REQUIRED MATERIALS ARE SUBMITTED.
All materials must be submitted at the same time.

1. **Application form**, completed and signed.
2. **Fee paid** - \$75 per unit 1-5 dwellings; \$400 plus \$10 per unit 6+ dwellings.
3. **Furnace test results** (test must be conducted not more than 30 days prior to application), performed by a certified mechanical contractor bonded with the Minnesota Department of Labor & Industry.
4. **Private Well water test results** (test must be conducted not more than 30 days prior to application) from a lab certified by the Minnesota Department of Health at the time of application. The domestic water supply must meet the standards as established by Minnesota Rules Part 4720.0350 for Arsenic, Nitrates, and coliform bacteria.
5. **Schedule a Rental Housing Inspection** in person at City Hall or call 952-960-7900.

The inspection must occur within 30 days of the application or the application shall be considered void and discarded without refund of the fees.

The license fee includes two inspections. Additional inspections cost \$35 each and payment is due at scheduling.

A Rental Housing License will be only issued after passing the Rental Housing Inspection and acceptance of all the above items.

A license is valid for three years, except that the license shall expire on December 31 of the third year. License renewal applications are required to be submitted on November 1 before the license expires.

PLEASE NOTE: Failure to license a property that is being used for rental purposes is a violation of City Code Chapter 1004 and will result in an Administrative Citation which carries penalties from \$300 to \$1000 per offense.

Please request a copy of the Rental Housing Code for more information.