City of Madison Lake

525 Main St/PO Box 295 **507.243.3011 (Phone)**
Madison Lake, MN 56063 **507.243.4330 (Fax)**

Rental Property License Application

License will not be processed unless application is filled out in full and returned with payment.
Please type or print clearly.

Address of Rental Unit: _____

Is the property currently vacant? _____Yes _____No

Name of Owner: _____ Phone #: _____
(First) (Middle) (Last)

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

Please include previous addresses for three years prior to date of application.

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

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

Have you ever been convicted of a criminal offense? _____ Yes _____ No

Madison Lake City Code requires a local agent if owner does not live within a 50-mile radius of the City as measured from City Hall.

Name of Agent (if any): _____ Phone #: _____
(First) (Middle) (Last)

Agent's Address: _____
(Street) (City) (State) (Zip)

**** Note if owner or agent is a business, include the above information for the principals ****

Name of Refuse Hauler: _____ Phone #: _____

**** Required for tri-plexes or larger ****

Read the following carefully before checking which type of rental unit applies.
Check only one and complete the questions for that section.

_____ Single Family Dwelling
Number of bedrooms _____
Number of parking spaces available _____

_____ Apartment(s) – (Tri-plex or greater)
Number of units _____
Number of units that are 1 bedroom _____ 2 bedroom _____
3 bedroom _____ Other _____
Number of stories _____
Any unit owner occupied? _____ Yes _____ No
If yes, which unit? _____

_____ Two Family Dwelling
Number of bedrooms in unit #1 _____
Number of bedrooms in unit #2 _____
Number of parking spaces available _____
Any unit owner occupied? _____ Yes _____ No
If yes, which unit? _____

_____ Mobile Home
Number of bedrooms _____
Number of parking spaces available _____
Size of structure _____

I hereby certify that the property taxes for the above property are current.

I hereby certify that all information contained herein is true and accurate. I herby grant permission of the City of Madison Lake to make inspections of the structure listed herein to determine its compliance with City Codes. I agree to maintain the premises to standards, which are set forth by the City of Madison Lake. I understand that failure to complete the necessary code requirements shall result in my application being withdrawn and voided.

I hereby certify that the agent listed herein (if any) is authorized to receive summons and complaints on behalf of the owner. The owner and/or agent agree to promptly notify the City of any change in agent or transfer of ownership.

I certify that I have requested a background check for the agent/property manager listed on this application, pursuant to MN Statutes 299C.68.

I understand that payment made with this application has be accepted for the purpose of applying for a rental license and that such acceptance does not constitute an automatic granting of a rental license. The rental/occupancy of the property is not permitted until a rental licenses has been issued and received. I also understand that the application fee will not be refunded if a rental license is denied due to failure of the property to comply with City Code.

Applicant's Signature: _____Date: _____

Agent's Signature: _____Date: _____

** For Office Use Only **

The structure has been inspected and is in compliance with City Code.

_____ Date: _____
(Building Inspector)

The property is located in a _____ zoning district and the property taxes are current as of _____.

_____ Date: _____
(City Administrator or Deputy Clerk)

Amount Paid: _____

Date Paid: _____

Issue Date: _____

License #: _____