



**CITY OF MADISON LAKE | 525 MAIN ST. | P.O. BOX 295 | MADISON LAKE, MN 56063**  
**P: 507.243.3011 F: 507.243.4330 | WWW.MADISONLAKEMN.GOV**

## 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.

<p><b>SINGLE FAMILY DWELLING</b> _____</p> <p>Number of bedrooms _____</p> <p>Number of parking spaces available _____</p>	<p>_____ <b>TWO FAMILY DWELLING</b></p> <p>_____ Number of bedrooms in Unit #1</p> <p>_____ Number of bedrooms in Unit #2</p> <p>_____ Number of parking spaces available</p> <p>Any unit owner occupied? ____ Yes ____ No</p> <p>If yes, which unit? _____</p>
<p><b>APARTMENT(S) - (Tri-Plex or greater)</b> _____</p> <p>Number of units _____</p> <p>Number of units that are 1 bedroom _____</p> <p>2 bedroom _____</p> <p>3 bedroom _____</p> <p>Other _____</p>	<p>_____ <b>MOBILE HOME</b></p> <p>_____ Number of bedrooms</p> <p>_____ Number of parking spaces available</p> <p>_____ Size of structure</p>

# MADISON LAKE FIRE DEPARTMENT PRE-PLANNING FORM

## CONTACTS & GENERAL INFORMATION

Date: \_\_\_\_\_

Organization: \_\_\_\_\_ Phone: \_\_\_\_\_

Street Address: \_\_\_\_\_ City: \_\_\_\_\_

Owner's name: \_\_\_\_\_ Phone: \_\_\_\_\_

Manager's name: \_\_\_\_\_ Phone: \_\_\_\_\_

Primary Contact: \_\_\_\_\_ Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Organization type: \_\_\_\_\_

## BUILDING & UTILITIES INFORMATION

Building Construction: \_\_\_\_\_

Number of floors: \_\_\_\_\_

Exterior max height: \_\_\_\_\_

Heating source: \_\_\_\_\_

Location of gas shutoff: \_\_\_\_\_

Location of electrical shutoff: \_\_\_\_\_

Basement: \_\_\_\_\_

Elevator: \_\_\_\_\_

Sprinklers: \_\_\_\_\_

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 hereby 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 been 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 license 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 \*\***

This structure has been inspected and is in compliance with city code.

\_\_\_\_\_  
(Building Inspector) Date: \_\_\_\_\_

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

\_\_\_\_\_  
(City Administrator or Deputy Clerk) Date: \_\_\_\_\_

Amount paid: \_\_\_\_\_

Date paid: \_\_\_\_\_

Issue date: \_\_\_\_\_

License #: \_\_\_\_\_