

City of Rice – Code of Ordinances
Section XXVI – Rental Code

In compliance with the City of Rice Code of Ordinances, Section XXVI Rental Code, no person shall occupy, allow to be occupied, or let to another for occupancy, any dwelling unit in the City of Rice for which a license has not been properly issued by the Housing Inspector. No rental dwelling shall be issued a license by the City unless it complies with the ordinances of the City of Rice and the statutes of the State of Minnesota, which pertain to such properties. A rental property solely occupied by the owner or a family relation of the owner is exempt from this requirement.

The following Application for Rental License is to be made by the Owner/Partner/Corporate Officer, or an Operator with a contract to manage the rental property, and filed with the City of Rice. Said application form must be completed in full and accompanied by the appropriate licensing fee as a prerequisite to the issuance of the required license.



Application for 2009 Rental License

Location of Rental Property:

1.) Street Address: _____

Rental Property Owner:

2.) Owner/Partner/Corporate Officer of Rental Property:

<i>Full Name: First</i>	<i>Middle</i>	<i>Last</i>	<i>Date of Birth</i>
<i>Address</i>	<i>State</i>	<i>Zip Code</i>	<i>County</i>
<i>Phone (daytime)</i>	<i>Phone (evening)</i>	<i>Fax</i>	
<i>Email</i>	<i>Driver's License Number</i>		

Property Management:

3.) Caretaker/Manager for Rental Property (agent actively managing the rental property)

<i>Full Name: First</i>	<i>Middle</i>	<i>Last</i>	<i>Date of Birth</i>
<i>Address</i>	<i>State</i>	<i>Zip Code</i>	<i>County</i>
<i>Phone (daytime)</i>	<i>Phone (evening)</i>	<i>Fax</i>	
<i>Email</i>	<i>Driver's License Number</i>		

4.) Person authorized to make or order repairs and/or service to the rental property, to provide required services necessary to protect the health, safety, and welfare of the occupants, or is able to contact the person so authorized:

Full Name: First	Middle	Last	Date of Birth
Address	State	Zip Code	County
Phone (daytime)	Phone (evening)	Fax	
Email	Driver's License Number		

Property Description:

5.) Type of dwelling:

- One Family (single family home)
 Two Family (i.e. Duplex)
 Multiple Family (apartment complex)

Number / Description of dwelling units at the rental property: (Attach second sheet if needed)

Number of Units	Total Square Footage per Unit	Number of Occupants per Unit	Number of Sleeping Rooms per Unit

6.) How many apartment/sleeping rooms are located in the basement of the rental property?

_____ Basement Apartment _____ Basement Sleeping Rooms

7.) Is off-street parking provided?

Yes
 No
 _____ Number of Spaces Provided

Crime Free Rental Housing Program:

8.) **Certification of completion in the Crime Free Rental Housing Program:** Per Section XXVI of the City of Rice Code of Ordinances, at least one owner of each rental property, or an operator with a contract to manage the property, shall obtain Program certification by participating in a Program administered by the Rice Police Dept., or by participating in a Program administered by any another Minnesota law enforcement agency certified by the ICFA and approved by the City Council.

- Yes, copy of Certification attached
 No, not certified
 Currently enrolled in program/training

Notice to Applicants:

- A) Copies of the Rental Code, Crime Free Rental Housing Program are available on the City's website, www.cityofrice.com and at City Hall. Owners, agents and managers should become familiar with its provisions.
- B) Every new owner of a rental property (whether as fee owner, contract purchaser, or otherwise entitled to possession) shall apply for and obtain a license under this Ordinance before taking possession.
- C) Rental units shall be subject to a bi-annual inspection conducted by the Housing Inspector prior to issuance of the license.
- D) Any person who operates rental property in violation of this Ordinance shall be guilty of a misdemeanor and subject to the maximum penalty permitted by law.

Please return completed application and payment to:
City of Rice
205 Main St. E, PO Box 179
Rice, MN 56367

Fees:

9.) Rental property license and inspection fees shall be paid at the time application is made as shown in and according to the city's fee schedule below.

Fee:	Amount:
Dwelling License Fee	\$30.00 for 1 st dwelling unit or room per rental property per license period PLUS \$10.00 each unit thereafter per rental property
Dwelling Inspection Fee	\$50.00 per unit with multiple units / \$100.00 single unit (initial inspection and one follow-up inspection)
Additional Inspection Fee	\$50.00 per inspection
Late Fees and Penalties	\$25.00
Reinstatement Fee	\$100.00 for each dwelling reinstated for the first unit, PLUS \$20.00 for each additional unit reinstated within such dwelling
In-State Background Check	As determined by Rice Police Dept.
Out of State Background Check	As determined by Rice Police Dept.

Application:

10.) The undersigned hereby applies for a rental dwelling registration as required by the City of Rice Ordinance XXVI, acknowledging that the provisions of the Rental Code have been reviewed and attests that the subject premises will be operated and maintained according to the requirements contained therein, subject to applicable sanctions and penalties. The undersigned further agrees that the subject premises may be inspected by the compliance official. The applicant further certifies that all statements and facts in this application are true and authorizes the City of Rice to investigate any or all statements or facts contained herein; acknowledging that the misrepresentation or the omission of facts called for will be just cause for the disqualification or repeal of this registration.

I CERTIFY THAT THE ABOVE INFORMATION IS TRUE AND CORRECT AND I UNDERSTAND ALL MAILINGS, INCLUDING THE ANNUAL RENTAL LICENSE BILLING STATEMENT, WILL BE MAILED TO THE APPOINTED AGENT/CONTACT PERSON UNLESS THE RICE POLICE DEPT. IS NOTIFIED OF ANY CHANGES IN WRITING.

Signature of Owner

Date

Signature of Property Manager (if other than owner)*

Date

*** NOTE:** Your signature as Property Manager on this form will make you responsible for the maintenance and management of this rental property.

FOR OFFICE USE:

Dwelling License Fees:	_____	\$30.00 for 1 st dwelling unit PLUS
	_____	\$10.00 per each additional unit
Dwelling Inspection Fees:	_____	\$50.00 per unit with multiply units / \$100.00 for
	_____	single units <i>(includes initial & 1 follow-up insp)</i> PLUS
	_____	\$50.00 additional inspection fee per inspection
Penalty Fees:	_____	\$25.00 late fee and/or penalty
Reinstatement Fees:	_____	\$100.00 for 1 st dwelling unit reinstatement fee PLUS
	_____	\$20.00 per each additional unit reinstated within dwelling

Total Number of Units: _____

Total Amount Paid: _____

Check # _____ Date _____