



# City of Foley

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## City of Foley – Code of Ordinances Section 730 – Rental Code

According to City Ordinance, Section 730 Rental Code, no person shall occupy, allow to be occupied, or let to another for occupancy, any dwelling unit for which a license has not been properly issued. No rental dwelling shall be issued a license unless it complies with the ordinances of the City and State Statutes, which pertain to such properties. Rental property solely occupied by the owner or a familial relation is exempt.

Application shall be made by the Owner/Partner/Corporate Officer or Operator with a contract to manage the property, complete and accompanied by the appropriate fee as a prerequisite to the issuance of the required license.

Every new owner of a rental property (*whether as fee owner, contract purchaser, lessee subletting the entire dwelling, or otherwise entitled to possession*) shall apply for license transfer before taking possession.



### Application for Rental License

#### Rental Property Location:

Property/Complex: \_\_\_\_\_

Address: \_\_\_\_\_ Tax Parcel I.D. Number: \_\_\_\_\_

#### Rental Property Owner:

Government data practices act – Tennessen Warning: The data you supply will be used to process the rental property license. You are not legally required to provide this data, but we will not be able to process the license without it. The data will constitute a public record if and when the license is granted. The information you provide may be used by city staff to notify you of a police or fire emergency. Property owners or their authorized agents are responsible for keeping contact information up-to-date.

#### **Owner/Partner/Corporate Officer of Rental Property:**

Full Name: First	Middle	Last	Date of Birth	
Address		City	State	Zip Code
Phone #1	Phone #2		Fax	
email	Driver's License Number		County	

#### Property Management:

**Caretaker/Manager for Rental Property** (agent actively managing the property or person authorized to make or order repairs and/or service to the rental property, to provide required services necessary to protect health, safety, and welfare of occupants, or is able to contact the person so authorized)

Full Name: First	Middle	Last	Date of Birth	
Address		City	State	Zip Code
Phone #1	Phone #2		Fax	
email	Driver's License Number		County	

#### Property Description:

Type of dwelling:  One Family (single family home)  Two Family (i.e. Duplex)  Multiple Family (apartment complex)  Mobile Home

**Number of apartment/sleeping rooms located in the basement of the rental property?**

\_\_\_\_\_ Basement Apartment \_\_\_\_\_ Basement Sleeping Rooms

**Off-street parking provided?**       Yes       No      \_\_\_\_\_ Number of Spaces Provided

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

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

**Crime Free Multi-Housing Program:**      Section 735 of the City of Foley Code of Ordinances, requires at least one owner or operating management of rental property obtain certification in the Crime Free Multi-Housing Program.

Name of Person on Certificate Already on File: \_\_\_\_\_

Yes, copy of Certification attached       No, not certified       Currently enrolled

**Lock Box and Building Entry Keys:**      All commercial buildings and rental properties shall have at least one Fire Department lock box, as approved by the Fire Marshall or Fire Chief. Owners are required to purchase, install, maintain, and provide keys for entry into each structure. Newly constructed buildings shall have an approved lock box installed and keys secured to the Fire Department prior to issuance of the Certificate of Occupancy. Residential rental properties with fewer than four units, in which the dwelling unit is accessed directly and not through a secured common area, are exempt.

Approved Lock Box Installed       Exempt / No Lock Box Required

**Fees:**      Rental property license and inspection fees shall be paid in full at the time application is made as shown in and according to the City's fee schedule below.

<b>Single Family Home:</b>	_____	\$30.00 Dwelling License Fee
	_____	\$100.00 Dwelling Inspection Fee (includes 1 follow-up)
<b>Multiple Dwelling/Apartments:</b>	_____	\$30.00 Dwelling License for 1 <sup>st</sup> unit (\$10 per each additional)
	_____	\$50.00 Dwelling Inspection Fee per unit (includes 1 follow-up; \$50 add.)
<b>Background Check:</b>	_____	As determined by Law Enforcement
<b>Penalty Fees:</b>	_____	\$25.00 late fee and/or penalty
<b>Reinstatement Fees:</b>	_____	\$100.00 for 1 <sup>st</sup> dwelling unit reinstatement fee <b>PLUS</b>
	_____	\$20.00 per each additional unit reinstated within dwelling
<b>Total Number of Units:</b>	_____	
<b>Total Amt Due / Paid:</b>	_____	<b>Date:</b> _____

**Application:**      The undersigned applying for a rental dwelling license as required by City Ordinance No. 376, acknowledges that provisions of the Rental Code have been reviewed and attests the premises will be operated and maintained according to requirements, subject to applicable sanctions and penalties. Further, the premises may be inspected by the compliance official. Applicant certifies all statements and facts are true and authorize the City to investigate any or all statements herein; acknowledging the misrepresentation or the omission of facts will be just course for the disqualification or repeal of this registration.

I CERTIFY THAT THE ABOVE INFORMATION IS TRUE AND CORRECT AND UNDERSTAND ALL MAILINGS SHALL BE SENT TO THE APPOINTED AGENT/CONTACT PERSON UNLESS THE CITY IS NOTIFIED OF ANY CHANGES IN WRITING.

\_\_\_\_\_  
*Signature of Owner*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Signature of Property Manager\* (if other than owner)*

\_\_\_\_\_  
*Date*

**\* NOTE:**      Your signature on this form makes you responsible for the maintenance and management of this rental property.