



4141 Douglas Drive North
 Crystal, MN 55422
 Phone: (763) 531-1000 Fax: (763) 531-1188
 Website: www.crystalmn.gov

Application for Rental Dwelling License

(Office Use Only)
_____ Rec'd Initials/Date

Date _____

Building Address		Zipcode: _____
Bldg Name (if any)		

Each building must have a separate application.

Owner: * (Provide current mailing address)	Owner _____ Phone No. _____ Contact Person _____ Cell Phone: _____ Address _____ City _____ State _____ Zip _____ Email Address: _____
Agent: ** (if different from owner)	Company _____ Phone No. _____ Contact Person (Print) _____ Phone No. _____ Address _____ City _____ State _____ Zip _____ Email Address: _____

Please indicate which is to be the **primary** contact : Owner or Agent

Dwelling Type/Fee: <i>(Make checks payable to City of Crystal)</i>	<input type="checkbox"/> Single Family	\$160 Flat Fee
	<input type="checkbox"/> Duplex	\$220 Flat Fee (unless one of the units is Owner Occupied, then fee is then \$160.)
	<input type="checkbox"/> Triplex	\$270 Flat Fee
	<input type="checkbox"/> Four plexes	\$320 Flat Fee
	<input type="checkbox"/> Five or more units Number of Units _____	TOTAL: \$320 Per Building Flat fee + \$8.00 per unit

* Owner name must match the "Taxpayer" shown on Hennepin County property tax records.

** If the property owner does not reside in Hennepin, Ramsey, Anoka, Carver, Dakota, Scott or Washington County, an operating license will not be issued or renewed unless the owner designates in writing the name of a resident agent who resides in Hennepin, Ramsey, Anoka, Carver, Dakota, Scott or Washington County.

(Over)

MnBIN/Social Security Number Request Form



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To all applicants for new or renewed Rental Dwelling Licenses:

Effective January 1, 2012, licensing authorities that issue licenses for the conduct of a profession, occupation, trade or business, are required to collect at least one of the following from every applicant and to report annually to the Minnesota Department of Revenue (Minnesota Statutes 270C.72 Subd. 4):

- Minnesota business identification number ("MnBIN"); or
- Social Security Number ("SSN").

Business tax identification numbers are public data. SSNs are classified as private data. You are legally required to provide the SSN if the license applicant is an individual or the MnBIN if the license applicant is a business. If you refuse to supply the requested data, you will not be issued a license and will not be authorized to rent the property. If you supply the data, it will be reported to the Minnesota Department of Revenue and may be used to collect taxes. SSNs may also be provided to City staff and contractors whose jobs require access to the information and to other persons if required by court order.

The city is required to collect this information and report it to the state. Please complete, detach and return the form below to the City of Crystal. Again, this is a state requirement, so if you have concerns about it, please contact the Minnesota Department of Revenue at (651) 556-3003.

Name of license applicant: _____
Address of license applicant: _____
Address of rental property: _____
Minnesota business identification number for applicant: _____
Social Security Number of applicant: _____

Print Name of Person Signing

Signature

Print Title (If Signing for Business)

Date



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Certification of Financial Responsibility

This form must be completed and returned with a City license application.

To the best of my knowledge, based upon a review of the status of the property/business located in the City of Crystal at _____, I attest that the foregoing property/business is financially responsible as outlined in Crystal City Code 1005.29 (a), printed in full on the reverse of this form.

I hereby certify that I/we are current on the following financial obligations:

(Circle answers)

Yes No Property Taxes paid

Yes No Utility Bills paid

Yes No State Taxes paid

Yes No Federal Taxes paid

Yes No Other governmental obligations or claims concerning me or the business entity named on this license application

If "NO" is circled for any of the above, describe the payment plan or other agreement approved by the applicable governmental entity.

See entire Crystal City Code 1005.29 (a) on the reverse side of this form.

I certify under penalty of perjury that the foregoing is true and correct.

Executed on: _____ (date)

Print Name

Signature

Note: Filing a false statement with a government agency is a criminal offense.

Staff use only:
__ UB __ Prev UB __ UB Cert __ Tax __ PrevTax
Verified compliance _____ <date>
Staff initials: _____

The City of Crystal has adopted the following ordinance:

Crystal City Code 1005.29 Financial responsibility; applicability. (a) Prior to the issuance of a license the applicant must file with the city clerk satisfactory evidence of financial responsibility. "Satisfactory evidence of financial responsibility" shall be shown by a certification under oath that the property taxes, public utility bills, and all state and federal taxes or other governmental obligations or claims concerning the business entity applying for the license are current, and that no notice of delinquency or default has been issued, or if any of the financial obligations stated in this subsection are delinquent or in default, that any such delinquency or default is subject to a payment plan or other agreement approved by the applicable governmental entity. "Satisfactory evidence of financial responsibility" as required by this subsection shall in addition be shown by any individual applicant and all individual owners and/or shareholders of the business entity. Operation of a business licensed under this section without having on-going evidence on file with the city of the financial responsibility required by this subsection is grounds for revocation or suspension of the license.

What does this mean for your rental license?

Prior to issuance of a new rental license or renewal of a rental license, license holders are required to certify that the property taxes, utility bill and all state and federal taxes for the property or the business entity applying are current. Also, the applicant must certify that no notice of delinquency or default has been issued or is subject to a payment plan.

What will happen if a license holder is not financially responsible?

A hearing is granted before the city council. The council may deny, suspend or revoke the rental license. Upon providing satisfactory evidence of financial responsibility, the property owner will re-apply for a rental license.

If satisfactory evidence of financial responsibility is not provided after the license has been revoked or suspended, the current tenants will be allowed to reside in the unlicensed unit until 1) their current rental agreement expires or 2) they can be given proper notice per their lease agreement. New tenants will not be allowed to occupy the unit nor will a new rental license be issued until the evidence of financial responsibility is provided to the city. Should the rental unit be occupied after the required vacancy date, the property will be subject to weekly fines of not less than \$60 nor more than \$400 and the property will be posted as an unlawful rental.