



Starbuck Minnesota

"A great place to visit and a better place to live"

CITY OF STARBUCK

320 -239-2525

320-239-2545 FAX

www.starbuckcitygov.com

E-mail: adminstarbuck@hcinet.net

P.O. Box 606 ~ 307 E 5th Street

Starbuck, MN 56381

APPLICATION FOR RENTAL REGISTRATION LICENSE

DATE: _____ NEW LICENSE RENEW LICENSE

ADDRESS OF RENTAL PROPERTY: _____

Property ID# _____ Subsidized: ___ Yes ___ No

DWELLING TYPE: ___ HOUSE ___ APARTMENT BLDG ___ OTHER*

OF RENTAL UNITS: _____ PLEASE GIVE UNIT #'s: _____

*Describe _____

OWNER'S NAME	ADDRESS, STATE, ZIP	PHONE#/EMAIL
_____	_____	_____
_____	_____	_____
_____	_____	_____

List name, address, and phone number of the caretaker/manager for the above rental property: (If owner doesn't live in Pope County, there must be a designated property manager/caretaker locally to contact in case of an emergency, etc.)

NAME	ADDRESS, STATE, ZIP	PHONE#/EMAIL
_____	_____	_____
_____	_____	_____

List the name, address, and phone number of the owner's agent for receipt of notices of violations of the provision of the Housing Code Regulations and City Code:

NAME	ADDRESS, STATE, ZIP	PHONE#/EMAIL
_____	_____	_____
_____	_____	_____



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NOTICE TO APPLICANTS

- A. The City Clerk/Administration Office must be notified within 72 hours of any transfer of legal control such as contract for deed, lease to buy, etc., as well as change in local caretaker/manager for each rental property. (City Office Phone # 320-239-2525)
- B. Owners, agents, and managers should become familiar with the Code Regulations per City Ordinance 95 which are available at the City Office.
- C. Failure to register rental property will result in a late charge as per the annual registration late fee schedule.
- D. An approved Rental Registration License will be mailed to you at a later date. This license must be posted in a visible location in the rental dwelling at all times.

****FEES:**

Inspection/License Fee	\$150 per building (includes 1 unit)
	\$10 for each additional unit

APPLICATION:

The undersigned applies for a Rental Registration License as required by the City Ordinance 95: Housing, Rental Property, Maintenance & Occupancy, and attest that the subject premises will be operated and maintained according to the City's regulations for rental property and understand that they are subject to applicable sanctions and penalties if not complied to. The undersigned further agrees that the subject premises may be inspected by the Compliance Official as provided in the City Ordinance 95. The applicant further certifies that all statements or facts contained herein: acknowledging that the misrepresentation or the omission of facts called for will be just cause for the revocations/suspension of this Rental Registration License.

SIGNATURE: _____
Owner/ Resident Agent

DATE: _____

PAYMENT ENCLOSED \$ _____ **(**See fee rates above)**

FOR OFFICE USE ONLY

DATE RECEIVED: _____ AMOUNT PAID: _____ Cash /Ck# _____

FWD'D TO INSPECTION: _____ DATE INSPECTED: _____

NOTES: _____

APPROVED BY: _____ CERTIFICATE ISSUED: _____

RENEWAL DUE DATE: _____ (3 YEARS FROM INSPECTION DATE)