



Rental License Application

Community Development Department

Rental & Business Licensing Division

5200 85th Avenue North / Brooklyn Park, MN 55443

Phone: (763) 493-8182 / Fax: (763) 493-8171

Email: BPLICENSE@BrooklynPark.Org

LICENSE CHECKLIST

Please return the following with payment:

- Rental License Application (Pages 1-2)
- Minnesota Department of Revenue Form (Page 3)
- Minnesota Workers' Compensation Law Form (Page 4)

License Fee. For new applications, license fees are prorated on a quarterly basis based on when the license application is submitted. Licenses are not transferrable or refundable. All rental licenses expire September 30th.

Single family license fees prorated quarterly:

| September*-December | January-March | April-June | July-August |
|---------------------|---------------|------------|-------------|
| \$200.00 | \$150.00 | \$100.00 | \$50.00 |

*Applications received in September will be charged \$200.00 and will be valid for the following licensing period.

Small Apartments- (4-15 Units) \$200.00 fee + \$40.00 per unit.

Conversion Fee (if applicable). When properties are converted from owner-occupied to a licensed rental, they are subject to a \$750.00 conversion fee.

Rental Inspection. A rental inspection will be scheduled following an issued license. The cost of the initial inspection and a follow-up inspection are covered by the license fee. If your rental property requires more than two inspections, additional fees will be assessed at a rate of **\$125 for each additional inspection.**

Safe Rental Housing Training. You must complete a training within one year of an issued license. You are required to supply proof of certificate to the Rental & Business Licensing Division in that time frame or you will be subject to an administrative fine. Trainings are available online at <https://bit.ly/bp-safe-rental>; or with the Brooklyn Park Police Department by submitting your Brooklyn Park Safe Rental Housing Training Registration Form along with a payment to:

Brooklyn Park Police Department
C/O Kimberly Czapar
5400 85th Ave N
Brooklyn Park, MN 55443

If you have any questions regarding Safe Rental Housing Training, please contact Kimberly Czapar at Kimberly.Czapar@BrooklynPark.org or by phone at 763-493-8209.

Safe Rental Housing and Drug-Free Lease Addendum. This rental agreement between the landlord and tenant is for your reference only. Please do not submit it to the Rental & Business Licensing Division. All leases must contain a Safe Rental Housing and Drug-Free Lease Addendum (*attached*).



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GOVERNMENT DATA PRACTICES ACT – TENNESSEN WARNING:

The data you supply on this form will be used to process the license you are applying for. 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.

INFORMATION

- Rental licenses are renewed annually, and a renewal payment must be submitted by September 30th. Late fees will be assessed (1-15 days late = \$100.00 / 16+ days late = \$200.00).
- It is the responsibility of the property owner to report changes in ownership, management or contact information to the Rental & Business Licensing Division within 30 days of its change(s).
- Owners of properties in neighborhoods with homeowner associations must check with their association board regarding by-laws, regulations or covenants related to rental properties.

RENTAL LICENSING PERIOD IS FROM OCTOBER 1ST TO SEPTEMBER 30TH

REQUIREMENTS

- Completed Application. **All applications are subject to a 10-business day approval period.**
- \$200.00** License Fee and **\$750.00** Conversion Fee (if applicable). For new rental license applications, license fees are prorated on a quarterly basis.

PLEASE SELECT ONE
BASED ON LICENSE
START DATE:

| | | | |
|---|--|---|---|
| September-December <input type="checkbox"/> \$200.00 | January-March <input type="checkbox"/> \$150.00 | April-June <input type="checkbox"/> \$100.00 | July-August <input type="checkbox"/> \$50.00 |
|---|--|---|---|

**License fees are not transferable [due to a change of ownership] or refundable.

- Attend a Safe Rental Housing Training within one year of an issued license.
- Each property owner will be issued a license from the Rental & Business Licensing Division which expires September 30th regardless of the issued date.

RENTAL PROPERTY INFORMATION

Address

PLEASE SELECT ONE: SINGLE FAMILY (INCLUDING TOWNHOME & CONDO) - \$200.00 DUPLEX - \$200.00/PER SIDE # of Units # of Sleeping Units/Beds

SMALL APARTMENT- \$200.00 PLUS \$40.00 PER UNIT (4-15 UNITS/APARTMENTS)

Address

PLEASE SELECT ONE: SINGLE FAMILY (i.e. TOWNHOME or CONDO) - \$200.00 DUPLEX - \$200.00/PER SIDE # of Units # of Sleeping Units/Beds

SMALL APARTMENT- \$200.00 PLUS \$40.00 PER UNIT (4-15 UNITS/APARTMENTS)

PROPERTY OWNER INFORMATION

Type of Ownership PLEASE SELECT ONE: Individual Partnership Corporation (LLC, LP, LTD, etc.)

Business Name (if applicable)

Name

Last Name

First Name

Middle Name

Mailing Address

(NO P.O. BOXES)

Street

City

State

Zip Code

Date of Birth

(MM/DD/YYYY)

Driver's License Number/State ID

Phone Number

Ext.

Alternate Phone Number

Ext.

Email Address _____ Business Website _____

Will this rental be used as a residential care facility? ___ Yes ___ No If yes, what is the designated type of care facility by the State of Minnesota? _____

***I certify that as the owner/designee of the property I am submitting a rental license for, there are not any restrictions under homeowner’s association by-laws or financial obligations/loans that would prohibit the property from being considered a rental/investment property. _____ INITIALS**

The undersigned hereby makes application to the City of Brooklyn Park, Hennepin County, Minnesota, for license subject to the laws of the State of Minnesota and of the City of Brooklyn Park. By signing below, the applicant certifies that all leases are in writing and all leases contain the Crime Free Housing Addendum.

Applicant Signature _____ Date _____
(MM/DD/YYYY)

Property Manager Information (If Applicable)

PROPERTY MANAGER INFORMATION

If the property owner does not live within 50 miles of the rental property, a local operator/agent must be designated as the property manager.

Company Name (if applicable) _____

Manager’s Name _____ Email Address _____

Mailing Address _____

Phone Number Street City State Zip Code
Ext. Alternate Phone Number Ext.

If you would like all information and notifications regarding your rental property to be sent to the property manager instead, PLEASE SELECT ONE: Yes No

Office Use:

Odd _____ Even _____ Inspector _____

The section below will be discarded after a one-time payment has been processed.

CREDIT CARD INFORMATION

Card Type PLEASE SELECT ONE: Discover MasterCard Visa American Express
Card Number _____ Expiration Date _____ Security Code _____
(MM/YY) (LOCATED ON THE BACK OF THE CARD)

Signature _____ Date _____
(MM/DD/YYYY)



Certificate of Compliance

Minnesota Department of Revenue

INFORMATION

Pursuant To 2011 Minnesota Statute, Chapter 270c Department of Revenue, (Section 270c.72 Tax Clearance; Issuance of Licenses), the licensing authority is required to provide to the Minnesota Commissioner of Revenue your Minnesota business tax identification number and the social security number of each license applicant.

Under the Minnesota Government Data Practices Act and the Federal Privacy Act of 1974, we are required to advise you of the following regarding the use of this information:

- This information may be used to deny the issuance or renewal of your license in the event you owe Minnesota sales, employer's withholding or motor vehicle excise taxes;
- Upon receiving the information, the licensing authority will supply it only to the Minnesota Department of Revenue. However, under the Federal Exchange of Information Agreement, the Department of Revenue may supply this information to the Internal Revenue Service;
- **FAILURE TO SUPPLY THIS INFORMATION MAY JEOPARDIZE OR DELAY THE PROCESSING OF YOUR LICENSE ISSUANCE OR RENEWAL APPLICATION.**

REQUIREMENTS

- You must complete section A **OR** B below.
- Social Security Number (if an individual) **OR** Minnesota/Federal Tax ID Number (if a business).

SECTION A – Complete this portion if you are an individual:

Full Legal Name

| | | | |
|-----------|------------|-------------|-----------------------------|
| Last Name | First Name | Middle Name | Maiden Name (if applicable) |
|-----------|------------|-------------|-----------------------------|

Other names you have used and/or are also known as:

Home Address

| | | | |
|--------|------|-------|----------|
| Street | City | State | Zip Code |
|--------|------|-------|----------|

Social Security Number

(123 - 45 - 6789)

Position

PLEASE SELECT ONE: Owner/Partner Employee

Applicant Signature

Date

(MM/DD/YYYY)

SECTION B – Complete this portion if you are a business:

Business Name

Business Address

| | | | |
|--------|------|-------|----------|
| Street | City | State | Zip Code |
|--------|------|-------|----------|

Minnesota Tax ID Number

(1234567)

Federal Tax ID Number

(12 - 3456789)

Applicant Signature

Date

(MM/DD/YYYY)



Certificate of Compliance

Minnesota Worker's Compensation Law

INFORMATION

Minnesota Statute Section 176.182 requires every state and local licensing agency to withhold the issuance or renewal of a license or permit to operate a business or engage in an activity in Minnesota until the applicant presents acceptable evidence of compliance with the workers' compensation insurance coverage requirement of MSS Chapter 176. The information required is: the name of the insurance company, the policy number, and dates of coverage or the permit to self-insure. This information will be collected by the licensing agency and retained in their files.

REQUIREMENTS

- You must complete section A **OR** B below.

SECTION A – Complete this portion if you are exempted or self-insured:

Full Legal Name

Last Name

First Name

Middle Name

Maiden Name (if applicable)

Home Address

Street

City

State

Zip Code

I am not required to have workers' compensation liability coverage because:

PLEASE SELECT ONE:

- I have no employees.
- I am self-insured (include permit to self-insure).
- I have employees, but they are not covered by the workers' compensation law.
(These include: spouse, parents, children and certain farm employees.)

I certify that the information provided above is accurate and complete.

Applicant Signature

Date

(MM/DD/YYYY)

SECTION B – Complete this portion if you are insured:

Business Name

Business Address

Street

City

State

Zip Code

Insurance Company Name

Insurance Policy Number

Effective Date

Expiration Date

I certify that the information provided above is accurate and complete. Also, a valid workers' compensation policy will be kept in effect at all times as required by law.

Applicant Signature

Date

(MM/DD/YYYY)

Lease Addendum

Safe Rental Housing

AGREEMENT INFORMATION

THE FOLLOWING AGREEMENT SHALL APPLY FOR CONSIDERATION OF LEASE EXECUTION OR RENEWAL PER CITY ORDINANCE AND POLICE RECOMMENDATIONS.

In consideration of the execution or renewal of a lease of the dwelling unit identified in the lease, Owner and Tenant agree as follows:

The following definitions shall apply to the following provisions:

- (a) “Drug-related criminal activity” means the illegal manufacture sale, distribution, use, or possession with intent to manufacture, sell distribute, or use of a controlled substance or any substance represented to be drugs as defined in Section 102 of the Controlled Substance Act, as amended from time to time.
 - (b) “Prostitution or prostitution-related activity” means any conduct that would violate Minn. Stats. §§ 617.80 to 617.87, as amended from time to time.
 - (c) “Unlawful use or possession of a firearm” means any conduct that would violate Minn. Stats. §§ 609.66, subd. 1a, 609.67, or 624.713, as amended from time to time.
 - (d) “Stolen property” means any property that was stolen or obtained by robbery in violation of Minn. Stats. § 609.53, as amended from time to time, including but not limited to, property which was located in an open-air delivery location for delivery to an identified individual or individuals.
- 1) Tenant, any members of the tenant’s household, a guest or other person affiliated with tenant shall not engage in criminal activity, including but not limited to, drug-related criminal activity, prostitution or prostitution-related activity, the unlawful use or possession of a firearm, or stealing or allowing any property under the stolen property definition on the premises.
 - 2) Tenant, any member of the tenant’s household, a guest or other person affiliated with tenant shall not engage in any act intended to facilitate criminal activity, including but not limited to, drug-related criminal activity, prostitution or prostitution-related activity, the unlawful use or possession of a firearm, or stealing or allowing any property under the stolen property definition on the premises.
 - 3) Tenant, any members of the tenant’s household, a guest or other person affiliated with tenant will not permit the dwelling unit to be used for, or to facilitate criminal activity, including but not limited to, drug-related criminal activity, prostitution or prostitution-related activity, the unlawful use or possession of a firearm, or stealing or allowing any property under the stolen property definition on the premises, regardless of whether the individual engaging in such activity is a member of the household, or a guest.
 - 4) Tenant, any member of the tenant’s household, a guest or other person affiliated with the tenant shall not engage in the unlawful manufacturing, selling, using, storing, keeping, or giving of a controlled substance on the premises.
 - 5) VIOLATIONS OF THE ABOVE PROVISIONS SHALL BE A MATERIAL AND IRREPARABLE VIOLATION OF THE LEASE AND GOOD CAUSE FOR IMMEDIATE TERMINATION OF TENANCY.

It is understood and agreed that a single violation shall be good cause for termination of the lease. Unless otherwise provided by law, proof of violation shall not require criminal conviction, but shall be by the preponderance of the evidence.

- 6) This addendum is in addition to all other terms of the lease. It does not limit or replace any other provisions of the lease.

7) This LEASE ADDENDUM is incorporated into the lease executed or renewed this day between Owner and Resident.

This addendum is not intended to offend or imply criminal involvement and shall apply to all applicants;

| | | |
|----------------------------------|-------------------------------------|---------------|
| _____ Resident's Printed Name | _____ Resident's Signature | _____ Date |
| _____ Resident's Printed Name | _____ Resident's Signature | _____ Date |
| _____ Property Owner's Name | _____ Property Owner's Signature | _____ Date |



MARK BRULEY
POLICE CHIEF



City of Brooklyn Park
Police Department North Precinct
5400 85th Ave. N.
Brooklyn Park, MN 55443
763-493-8222
www.brooklynpark.org

Subject: Safe Rental Housing Training Requirement

Dear Property Owner,

Congratulations on becoming a rental property owner in the City of Brooklyn Park. The City and Police Department share your goal of providing safe and affordable rental housing for our community.

To support you, the City requires completion of a Safe Rental Housing Education Class as outlined in the Rental Property Ordinance (City Code Chapters 117.49 and 117.491), available at www.brooklynpark.org

The class is offered 2–3 times per year and must be attended 1 time by you or your designated local operator to meet the ordinance requirement. Failure to complete the class within 1 year of obtaining your rental license **may** result in an administrative fine. Questions about this should be directed to Business and Rental Licensing.

Training Information:

- Fee: \$50 (includes materials, lunch, and refreshments)
- Location: Brooklyn Park Police Department
- Time: 9:00 a.m. – 3:00 p.m. (late arrivals may be turned away)
- Register: <https://bit.ly/bp-safe-rental>
- Cancellation Policy: No refunds

The training covers rental screening, evictions, drug activity prevention, fair housing, and best practices for operating rental properties.

Please note: This is your only reminder of this requirement. It is your responsibility to complete the training within one year of receiving your rental license to avoid penalties.

For class-related questions only, please contact Kimberly Czapar at 763-493-8209 or kimberly.czapar@brooklynpark.org. If you or your property manager have already completed a similar training, please email your certificate to Kimberly Czapar at the police department for verification.

For rental license questions, please contact the Rental and Business Licensing Division at 763-493-8182.

Thank you for helping maintain safe and quality housing in Brooklyn Park.

Sincerely,
Kimberly Czapar
Crime Prevention Specialist
Brooklyn Park Police Department



Safe Rental Housing Education

This day-long training is designed for Brooklyn Park rental property owners and managers. The goal is to reduce crime and promote safe, desirable rental housing throughout the community.

Participants will learn about a variety of topics including:

- The latest and best practices for managing rental properties
- The Brooklyn Park Rental Property Ordinance and how it applies to your operations

**Brooklyn Park Police Department
Training Room - 5400 85th Ave N Brooklyn Park, MN 55443**

**Cost: \$50, Preregistration is required.
Must own a Brooklyn Park rental property.
Learn more and sign up using the QR code.**



**Questions about the class:
763-493-8209**

If you need this information in another language or format or disability accommodations, email access@brooklynpark.org or call 763-424-8000.

Si usted necesita esta información en español: 763-424-8000

Yog xav tau kev pab, thov hu rau 763-424-8000 lawv mam li nrhiav ib tus neeg txhais lus rau koj