



Rental Housing License Application 2022-2023

501 Laurel Street • Brainerd, MN 56401
218.828.2307 • email: building@ci.brainerd.mn.us

Property Address: _____

Rental License Type: New Renewal Transfer No Changes

Property is no longer a rental: Owner Occupied Sold Other: _____

OWNER	Business Name _____	Owner/Officer Name _____
	Address _____	City, State, Zip _____
	Phone Number _____	Email _____

Pursuant to Minnesota Statute 270.72 (Tax Clearance; Issuance of Licenses) The licensing authority is required to provide to the Minnesota Commissioner of Revenue the social security number or individual MN tax identification number and the Federal Tax ID number, as applicable, 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:

1. This information may be used to deny the issuance, renewal or transfer of your license in the event you owe the Minnesota Department of Revenue delinquent taxes, penalties or interest;
2. Upon receiving this 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;
3. Failure to supply this information may jeopardize or delay the processing of your licensing issuance or renewal application. Please supply the following information and return along with your application to the agency issuing the license.

MN Tax ID Number _____ **OR** Social Security Number _____

AND Federal Tax ID Number _____

OWNER'S AGENT	Business Name _____	Contact Name _____
	Address (NO PO BOX #) _____	City, State, Zip _____
	Phone Number _____	Email _____
Owner's agent responsible for management of property must live within 50 miles of the City of Brainerd.		

FEES	Total number of rental units at property:	_____	Payments for renewal licenses must be post marked by June 1. License fees for renewal applications post marked between June 2 and July 1 will increase to \$57.00 per rental unit. Rental units that have not renewed by July 1 will result in the property being placarded. (See Brainerd City Code Section 425)
	Number of units to be licensed:	_____	
	Fee per unit to be licensed:	X \$32.00	
	Total amount due for property:	_____	

Contact Information: It is the sole responsibility of the license holder to maintain and update this office IN WRITING of all changes in your mailing address or phone number(s) to ensure all notices are received promptly. WE ARE NOT RESPONSIBLE FOR UNDELIVERABLE MAIL OR NOTICES THAT RESULT IN THE LOSS OF YOUR RENTAL LICENSE OR PENALTIES ISSUED AS A RESULT OF NONCOMPLIANCE ORDERS ISSUED.

Rental Housing occupancy cannot begin until the Rental Housing license has been issued. License is valid from June 1, 2022, through May 31, 2023, and is subject to suspension or revocation due to non-compliance with state laws or city ordinances.

I understand and affirm that I will operate and maintain the subject premises identified herein according to Brainerd City Code, and agree to allow inspections, as required by the City Code. I hereby affirm that I am the property owner or am legally responsible for the property, and the answers contained herein are true and accurate in all respects.

Signature _____

Date: _____

Print Name _____