



BUILDING DEPARTMENT  
 1584 Hadley Avenue N  
 Oakdale, MN 55128  
 Phone: 651-739-5150  
 Fax: 651-730-2820  
 www.ci.oakdale.mn.us

FOR OFFICE USE ONLY		
PAYMENT RECEIVED IN FORM OF		
<input type="checkbox"/> CHECK (# )	<input type="checkbox"/> CASH	<input type="checkbox"/> CC (# )
		<input type="checkbox"/> Visa <input type="checkbox"/> MC <input type="checkbox"/> Disc.
PERMIT NUMBER:		

## 2019 RENTAL HOUSING LICENSE APPLICATION

PROPERTY INFORMATION
Rental Property Address:

PROPERTY OWNER INFORMATION		
Name (First, Middle, Last):		
Date of Birth:	Driver License #:	
Street Address:		
City:	State:	Zip:
Day Phone:	Cell Phone:	
Email:		

UNIT MANAGER INFORMATION (If not the owner)		
Name (First, Middle, Last):		
Street Address:		
City:	State:	Zip:
Day Phone:	Cell Phone:	
Email:		

**ATTENTION:** Either owner or manager must live within the 7 county metro area (exclude Wisconsin).  
 Owner/Manager is required to be present at initial schedule inspection. Failure to do so may result in a penalty fee.

FEE ESTIMATOR (Circle Rental Type)		
	Due Date: 01-31-19	After Due Date
Single Family	\$135.00	\$235.00
Townhome	\$135.00	\$235.00
Condo	\$135.00	\$235.00
Duplex	\$190.00	\$290.00
Triplex	\$240.00	\$340.00
Fourplex	\$320.00	\$420.00
Multi-Family (5 or more units) \$320.00 per building plus \$15.00 per unit (After Due Date, \$420.00)		
Amount Enclosed: \$		
Name of Apartment Complex:		Number of Units:

### RENEWAL LICENSE:

- Failure to obtain a rental license will result with a criminal citation and additional penalty fees.
- Owners must be current with the Oakdale utility billing before your rental license can be issued.
- Inspection must be conducted within 3 months of license being issued.



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**NOTICE TO APPLICANT:**

- Either owner or manager are to meet us on site for the inspection. Post rental license on site.
- The rental license includes one initial inspection and one re-inspection. Additional inspections are \$270.00
- Notified this office within 5 business days of any changes in property management or ownership.
- Applicants are allowed to re-schedule inspection dates twice before additional fees are charged.
- City utilities (sewer/water) will remain in the owners' name and be billed to the owner directly.
- The Rental Housing ordinance and can be viewed online at [www.ci.oakdale.mn.us](http://www.ci.oakdale.mn.us). Or at City Hall.

The undersigned hereby applies for a rental dwelling license as required by City Code: Acknowledges that the provisions of the Property Maintenance Code and Rental Housing License Codes have been reviewed and attests that the subject premises will be operated and maintained according to the requirements contained therein, subject to applicable sanctions and penalties. The undersigned further agrees that the subject premises may be inspected by the compliance official as provided in Chapter 7, Article II of said code. The applicant further certifies that all statements and facts in this application are true and authorizes the City of Oakdale to investigate any or all statements or facts contained herein; acknowledging that the misrepresentation or the omission of facts called for will be just cause for the disqualification or repeal of the license.

For questions contact the Building Inspections Department during regular business hours (8:00 AM – 4:30 PM Monday - Friday) at 651-739-5150.

SIGNATURE	
Applicant Signature:	Date:
Check one: <input type="checkbox"/> Owner <input type="checkbox"/> Unit Manager	

RETURN APPLICATION BY		
<u>MAIL</u> City of Oakdale 1584 Hadley Av. N. Oakdale, MN 55128 Attn: Housing License	<u>EMAIL</u> <a href="mailto:permits@ci.oakdale.mn.us">permits@ci.oakdale.mn.us</a>	<u>FAX</u> (651) 730-2820

The inspection department should call for credit card payment.	Check one: <input type="checkbox"/> Yes <input type="checkbox"/> No
Name:	Check one: <input type="checkbox"/> Owner <input type="checkbox"/> Unit Manager
	Phone