



# CITY OF CORCORAN

8200 County Road 116, Corcoran, MN 55340  
763.420.2288 – Office **Web Site** - [www.corcoranmn.gov](http://www.corcoranmn.gov)

## RENTAL DWELLING LICENSE APPLICATION

**Property Address:** \_\_\_\_\_

**Dwelling Type:**

Single-Family     Two-Family     Townhome     Apartment

Number of units: \_\_\_\_\_

**Property Owner**

Full Legal Name: \_\_\_\_\_

*First*

*Middle*

*Last*

Date of birth: \_\_\_\_/\_\_\_\_/\_\_\_\_    Phone Number: \_\_\_\_\_

*mm*

*dd*

*yyy*

Email: \_\_\_\_\_

Residing or Office Address: \_\_\_\_\_

*\*If property is owned by a business entity, please fill out the required Business Information section on page 2.*

**Primary Tenant**

Full Legal Name: \_\_\_\_\_

*First*

*Middle*

*Last*

Birth date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

**Property Manager** *(Must have a physical mailing address within 90 miles of rental property. This does not include P.O. Boxes)*

Full Legal Name: \_\_\_\_\_

Birth date: \_\_\_\_/\_\_\_\_/\_\_\_\_    Business Affiliation: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Phone Number: \_\_\_\_ - \_\_\_\_ - \_\_\_\_    Email: \_\_\_\_\_

**Business Information** *(If property is owned by a business entity)*

Business Name: \_\_\_\_\_

Business Address: \_\_\_\_\_ City: \_\_\_\_\_

State: \_\_\_\_\_ Zip Code: \_\_\_\_\_ Contact Phone Number: \_\_\_\_\_

List all principal owners, officers, managers, and directors of the business *(all principal owners, officers, managers, and directors are required to sign the background consent form found on page 3 & 4 of this document. Contact the Planning Department for additional consent forms: \_\_\_\_\_)*

1.

Full Legal Name: \_\_\_\_\_ Title: \_\_\_\_\_  
*First Middle Last*

Birth date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Address: \_\_\_\_\_ Phone Number: \_\_\_\_\_

2.

Full Legal Name: \_\_\_\_\_ Title: \_\_\_\_\_  
*First Middle Last*

Birth date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Address: \_\_\_\_\_ Phone Number: \_\_\_\_\_

3.

Full Legal Name: \_\_\_\_\_ Title: \_\_\_\_\_  
*First Middle Last*

Birth date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Address: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Attach additional pages as needed.

I, the undersigned, have read and agree to comply with all rental licensing standards outlined in Chapter 118 of the Corcoran City Code. I also understand that it is the responsibility of the owner and manager to ensure that the property meets the property maintenance requirements found in Chapter 87 of the Corcoran City Code. Failure to comply with these standards shall be adequate grounds for the denial, refusal to renew, revocation, or suspension of my rental dwelling license. I also agree to arrange for the necessary inspections to ensure that my rental property complies with the code and agree to pay all applicable fees.

\_\_\_\_\_  
Property Owner's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Property Manager/Additional Owner Signature

\_\_\_\_\_  
Date

**Kari Koskinen Manager Background Check Act  
299C.68.2**

Owner complete:

Owner or Company:     (Name)  
                              (Street Address)  
                              (City, State and ZIP)  
                              (Contact Name)  
                              (Telephone Number)

**We are requesting a federal check on this individual as well.**

(Owner please check this box if requesting a federal check and attach fingerprint card.)

Manager applicant complete:

A search of the Minnesota State Criminal Records Repository and/or the Federal Bureau of Investigation's Criminal Justice Information Criminal Files will be performed on you pursuant to Minnesota Statutes 299C.67 to 299C.71. By signing this form you are allowing the above company/individual to access any criminal data maintained in these files, and understand that your fingerprints may be used to check the criminal history records of the FBI.

I authorize this check to be done.

**Signature of Applicant:** \_\_\_\_\_

**Date:** \_\_\_\_\_

The expiration of this authorization shall be one year from the date of my signature.

**Last Name of Applicant** (please print): \_\_\_\_\_

**First Name** (please print): \_\_\_\_\_

**Middle (full)** (please print): \_\_\_\_\_

**Maiden, Alias or Former** (please print): \_\_\_\_\_

**Date of Birth:** \_\_\_\_\_

(Month/Day/Year)

**Sex (M or F):** \_\_\_\_\_

**Social Security Number** (optional): \_\_\_\_\_

I understand that I have the following rights:

- 1) the right to be informed that the owner will request a background check on the manager to determine whether the manager has been convicted of a crime specified in section 299C.67, subdivision 2,
- 2) the right to be informed by the owner of the superintendents response to the background check and to obtain from the owner a copy of the background check report,
- 3) the right to obtain from the superintendent any record that forms the basis for the report,
- 4) the right to challenge the accuracy and completeness of information contained in the report or record (procedures are set forth in Minnesota Statutes §13.04 and Title 28 CFR Section 16.34),
- 5) the right to be informed by the owner if the manager's application to be employed by the owner or to continue as an employee has been denied because of the result of the background check

**Kari Koskinen Manager Background Check Act  
299C.68.2**

Owner complete:

Owner or Company:     (Name)  
                              (Street Address)  
                              (City, State and ZIP)  
                              (Contact Name)  
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**Date:** \_\_\_\_\_

The expiration of this authorization shall be one year from the date of my signature.

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**First Name** (please print): \_\_\_\_\_

**Middle (full)** (please print): \_\_\_\_\_

**Maiden, Alias or Former** (please print): \_\_\_\_\_

**Date of Birth:** \_\_\_\_\_

(Month/Day/Year)

**Sex (M or F):** \_\_\_\_\_

**Social Security Number** (optional): \_\_\_\_\_

I understand that I have the following rights:

- 1) the right to be informed that the owner will request a background check on the manager to determine whether the manager has been convicted of a crime specified in section 299C.67, subdivision 2,
- 2) the right to be informed by the owner of the superintendents response to the background check and to obtain from the owner a copy of the background check report,
- 3) the right to obtain from the superintendent any record that forms the basis for the report,
- 4) the right to challenge the accuracy and completeness of information contained in the report or record (procedures are set forth in Minnesota Statutes §13.04 and Title 28 CFR Section 16.34),
- 5) the right to be informed by the owner if the manager's application to be employed by the owner or to continue as an employee has been denied because of the result of the background check

## Chapter 118 Rental Dwelling Licensing Summary

*(Contact the Planning Department to receive Chapter 118 in its entirety)*

- Rental dwelling license required for non-owner-occupied homes for continuous periods of more than 60 days as well as homes that are owner-occupied but rent out multiple bedrooms to unrelated parties.
- It is illegal to rent out spaces not designed for residential occupancy (e.g., shed or garage).
- No property owner shall be permitted to license more than 5 rental dwelling that qualify as a single-family residence, twin-home, and/or townhome, unless the property owner:
  - is a public housing agency,
  - operates state licensed residential facilities within the city,
  - rented out more than 5 properties prior to July 1, 2023, and applied for rental licenses for all affected properties prior to January 1, 2024.
- No person or entity may circumvent the license limit by maintaining ownership interests in multiple separate owner entities (i.e., LLCs). Each such ownership interest shall be counted toward the cap set forth herein.
- Rental dwelling license shall be valid for 1-year cycle beginning on July 1<sup>st</sup> each year.
- Residential rental property owners have 180 days to comply with the licensing requirements of this chapter. Rental property owners will have 365 days to comply with the Property Maintenance Code after being notified of a violation unless there is a life-threatening violation (e.g., inoperable smoke alarms) in which case these must be resolved within 30 days of a dated notice.
- License exemptions:
  - Dwelling is registered as a relative homestead with Hennepin County.
  - Hotels, motels, hospitals, and high school dormitories.
  - Owner-occupied homes with rooms exclusively let to immediate relatives.
  - Owner-occupied homes with a single room let out to no more than 2 individuals who are not related or lets multiple rooms to individuals related to each other but not related to the owner.
- A property manager with a physical address within 90 miles of the rental property must be identified.

- In a low-density residential zoning district (5 units or less per acre), no more than 15% of the lots on any block shall be eligible to obtain a rental license and the number of rental licenses shall be capped as set forth in the table below:

<b>Table 1</b>	
<b>Lots/Block</b>	<b>Rental Dwellings Allowed</b>
1-14	2
15-24	4
25-34	5
35-44	7
45-54	8
55-64	10
65-74	11
75-84	13
85-94	14

- Exemption to rental dwelling density:
  - State licensed residential facilities.
  - Property owners experiencing financial hardship who own no more than one other residential property within the City.
  - If the number of rental properties meets or exceeds the permitted number of rental properties per a defined block, an exemption can be granted for additional licenses if the property was an existing rental property as of July 1, 2023 (and the City was notified by January 1, 2023).
- Licenses will not be granted in the following applicants/instances:
  - Under 18 years of age.
  - Not a citizen or resident alien of the US.
  - Overdue in payments to City, County or State for taxes, fees, fines, or penalties.
  - Convicted, within the last 10 years, of a gross misdemeanor or felony for which a jail sentence may be imposed; and:
    - The crime is directly related to licensed activity, and may include property crimes, financial crimes, or offenses of a fraudulent, violent, or sexual nature; and
    - The granting of the license will contravene the purpose of this Chapter; and
    - The applicant has not shown by competent evidence sufficient rehabilitation and present fitness to perform all obligations of a licensee pursuant to this Chapter.

- Not the property owner.
- Has not paid the license and investigative fees required.
- Ineligible due to prior license revocations.

- Fee Rates for Rental Dwelling Licenses:

<b>Rental Dwelling Licenses</b>	
Single-family homes, twin-homes, and townhomes	
License Fee (per unit)	100.00
Re-inspection Fee (per unit)	75.00
Conversion Fee	100.00
Apartments	
License Fee (per building plus \$15.00 per unit)	200.00
Re-inspection Fee (per unit)	75.00
Conversion Fee	N/C