



Roseville Fire Department
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651-792-7340

2019 Rental License Application Checklist

Multifamily Buildings with Five or More Units

The following items are required for your Rental License application to be processed.

Please have this form signed, and all other forms completed at the time of your inspection

This form can also be uploaded on our system at www.cityofroseville.com/epermits

- **Rental License Application:** All license applications must be completed online at www.cityofroseville.com/epermits before February 1st, 2019. Please contact us if you need help with the licensing process.
- **Workers Compensation Compliance Form:** Complete Certificate of Compliance form which is included in this mailing and can be found on our website www.cityofroseville.com/3188/Rental-Licensing
- **Local Agent Requirement:** If you are a landlord who lives outside of the Twin City service area (Hennepin, Ramsey, Anoka, Carver, Dakota, Scott, or Washington) a local agent with a valid address is required. No Post Office boxes will be accepted. Please provide contact information below.

- **Business Tax Identification Number:** Please provide your Minnesota or Federal Tax Identification Number. _____
- **Rental License Fee:** Fees are based on the number of buildings and units and are paid through our online system.
- **Criminal Background Check:** By signing below you certify compliance of Section 5.
X _____
- **Disorderly Behavior Lease Provisions:** By signing below you certify compliance of Section 5.
X _____
- **Occupancy Register:** Note: Owners/managers shall keep a current register of occupancy, available for review, for each dwelling unit.