

## APPLICATION FOR RENTAL DWELLING LICENSE

The information requested is required by Chapter 157 of Hastings City Code

### PREMISES TO BE INSPECTED

ADDRESS \_\_\_\_\_

Single Family     Duplex/Twinhome     Townhome     Other \_\_\_\_\_

Owner Occupied:                       Yes                       No

### Owner/Partner/Corporate Officer

Name \_\_\_\_\_

Address \_\_\_\_\_ City/State \_\_\_\_\_ Zip \_\_\_\_\_

Phone \_\_\_\_\_  
(Home)                                      (Work)                                      (Cell)

### Resident Agent, Caretaker or Manager on the premises

Contact \_\_\_\_\_

Phone \_\_\_\_\_  
(Home)                                      (Work)                                      (Cell)

Effective Rental Start Date \_\_\_\_\_  
(Month)                                      (Year)

Describe the process for tenant inquiries and complaints: \_\_\_\_\_  
\_\_\_\_\_

Check/Money Order Payable to the City of Hastings

Section below to be Completed by Department of Building Safety

Fee Paid\$ \_\_\_\_\_ Received On \_\_\_\_\_ Check # \_\_\_\_\_

75.00 Per Building & 10.00 per Unit    50.00 Single Family    75.00 Duplex    Triplex 95.00    Four-Plex 115.00

*Cost of Licensing is subject to change.*

OVER

City of Hastings Department of Building Safety  
Application for Rental Dwelling License

Notice to Applicants

- The Code Enforcement Inspector/Building Official must be notified in writing within five business days of any transfer of legal control and /or change of information on this application. Please include the purchaser's name, address and telephone number.
- Owner(s) of Rental properties consisting of three or more dwelling units must conspicuously post the current license or certificate thereof in the main entryway in a frame with a glass or plastic cover. They must maintain an occupancy register available on request by the Code Enforcement or Police Departments.
- This license is non-transferable. New Owners must apply for a new license.
- Copies of the Housing Maintenance Code (Chapter 157 and 158) are available from the City and are posted on the City website at [www.hastingsmn.gov](http://www.hastingsmn.gov). Owners, agents and managers should be familiar with its provisions.

The undersigned hereby applies for a rental dwelling license as required by Chapter 157 of the City Code of the City of Hastings; acknowledges that the provisions of the Chapter 157 of the City Code 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 housing official as provided in Chapter 157 of the City Code. The applicant further certifies that all statements and facts in this application are true and authorizes the City of Hastings 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 suspension or revocation of the license.

Signature \_\_\_\_\_ Date: \_\_\_\_\_  
Owner/Resident Agent

E-Mail Address: \_\_\_\_\_

*For Office use Only:* City of Hastings Department of Building Safety Inspections Department

Inspection Completed On \_\_\_\_\_ Inspector \_\_\_\_\_

Notes:  
\_\_\_\_\_  
\_\_\_\_\_

Compliance date: \_\_\_\_\_ License#: \_\_\_\_\_ Issued Date: \_\_\_\_\_