



Rental Dwelling License Application
Licensing Period: January 1, 2018 – December 31, 2019

City of Gem Lake, Minnesota
 4200 Otter Lake Road, Gem Lake, MN 55110
 651 747-2790/92 – fax 651 747-2795 city@gemlakemn.org

Rental Dwelling Address: _____

Number of Dwelling Units: _____

Resident Name (s): _____

Phone Number: _____

Procedure through which tenant inquires and complaints are to be handled: _____

Name of Owner, Partner, or Corporate Officer: (circle one)

Is the Owner: ___ An Individual ___ A Business Entity

Name of Business Entity/Corporation (if applies): _____

Property Owner Mailing Address: _____

City/State/Zip: _____

Property Owner Phone – Cell and/or Other: _____

Emergency Contact for Repairs (name and phone): _____

Property Owner Email: _____

The City of Gem Lake rental dwelling license is valid for a two year period starting January 1 – December 31st. In addition to the license fee, a once yearly inspection is required to finalize the licensing process. By signing below applicant agrees to permit an inspection of the rental dwelling. Once the licensing process is granted, the undersigned agrees to comply with all ordinances, rules and regulations of the City of Gem Lake. Please note: Payment of the rental license fee does not constitute a rental license. The property must pass an inspection performed by the City of Gem Lake before a license can be issued. A penalty of 5% of the license fee could be assessed for each day of rental without a valid license.

Applicant Signature: _____

Date: _____ Best number to call to schedule inspection: _____

Fee paid: _____	Date: _____
Inspection date: _____	Inspector: _____
License approved: _____	Date: _____