



City of Gem Lake

Heritage Hall

4200 Otter Lake Road | Gem Lake, MN 55110

651-747-2790/92 | 651-747-2795 (fax)

E-mail city@gemlakemn.org

Rental License Application

Renewals due 60 days before the beginning of every year

Choose: New Rental Renewal No Longer a Rental Property

Where would you like your Rental License sent: Email Address Owner Address Property Manager Address

Rental Property Address

Address: _____

City: _____ State: _____ Zip: _____

Property Type

Single Family \$100.00
 ___ House
 ___ Condo / Townhouse

Two-Family \$50.00 / Unit
 ___ Duplex

Total Fee \$ _____

Owner Information (Individual(s) or Company)

Property Owner Names: _____

Mailing Address: _____

City: _____ State: _____ Zip: _____

Home Phone: _____ Work Phone: _____

Cell Phone: _____ Email: _____

Federal Tax ID #: _____ MN Tax ID #: _____ SSN or Ind. Taxpayer ID # _____

Property Management Agent Information (person authorized to handle complaints)

Name: _____

Mailing Address: _____

City: _____ State: _____ Zip: _____

Contact Person: _____ Phone: _____

Cell Phone: _____ Email: _____

Federal Tax ID #: _____ MN Tax ID #: _____ SSN or Ind. Taxpayer ID # _____

Renter Name(s)

Name: _____

Name: _____

I understand that I will operate and maintain the subject premises identified herein according to the City of Gem Lake's Housing Ordinance 83 Section 10 and the laws of the State of Minnesota. I understand that I could be held responsible for any City Ordinance violation(s) which may occur on my rental property. I certify that I am the owner or authorized agent and the answers contained herein are true and accurate in all respect to the best of my knowledge and belief. I agree to allow inspections pursuant to Ordinance 83, Section 10.5 and acknowledge that no rental license will be issued or renewed unless such inspection is performed.

I understand that the utility bills associated with this rental property and notifying the utility billing department are my responsibility, regardless of my arrangement with the renter, and any unpaid utility bills may be certified to Ramsey County, and attached to my property taxes for payment.

Applicant Signature: _____ Date: _____

Office Use Only

License No. _____

Approved by: _____ Date: _____