210 East First Street, Jordan, MN 55352 | 952-492-2535 | www.jordanmn.gov

CITY OF JORDAN

Rental Dwelling License Application—$10 License Fee

License Type Information

☒ New Rental ☐ Renewal License ☐ Has other rental property in Jordan _____

Is tenant a family member? ☐ No ☐ Yes *Please specify:* _____

Rental Property Information

Rental Property Address

Type of Dwelling (select one)

☐ Single Family ☐ Condo/Townhome ☐ Duplex/Twinhome

Property Owner Information

Type of Ownership

☐ Individual ☐ Partnership ☐ Corporation ☐ Contract for Deed

Property Owner's Name(s)	Business Name (if applicable)

Property Owner's Street Address	City	State	ZIP

Home Phone	Cell Phone	Work Phone

Email Address(es)

Rental Dwelling Agent (Required)

If owner does NOT live in Scott, Carver, Dakota, Rice, Le Sueur, Sibley, Hennepin, Ramsey or Washington Counties*, a dwelling agent, who resides within these counties, shall be designated by the owner to be legally responsible for compliance with* Jordan *rental ordinances.*

Manager/Management Company Information

Management Company	Agent

Street Address	City	State	ZIP

Company Phone	Agent Phone

Email Address

Emergency Information

Provide in case owner or management cannot be reached.

Emergency Contact Name	Phone

▶ **continued**

Rental Dwelling License Application

Tenant Inquiries & Complaints To Be Processed Through: ❒ Owner OR ❒ Agent

License Renewal/City Mailings To Go To: ❒ Owner OR ❒ Agent

Important Information

- **Data Practices Advisory:** The data you supply in this application will be used to assess your qualifications for a license and will become public data under the Minnesota Government Data Practices Act when received by the City of Jordan. This data is not legally required, but the City will not be able to grant the license without it. The data is needed to distinguish this application from others, to identify this application in City license files, to verify the identity of the applicant, to contact the applicant if additional information is required, and to determine if the applicant meets all ordinance requirements. Under Minnesota law (M.S. 270.72), the City may be required to provide the business tax identification number and social security number of each applicant to the Minnesota Commissioner of Revenue.
- Every Licensee shall promptly notify City Hall (952-492-2535) of any changes in the names, addresses and other information concerning the person(s) listed on the application **within 5 days of the change.** This license is NOT transferable to another person or to another rental dwelling unit.
- In the act of filing this application with the City of Jordan, the owner or agent of the rental dwelling unit(s) agrees to permit inspections. The minimum standard to be used for inspections can be found in the attached checklist.
- All tenant leases **must** contain crime free multi-housing or equivalent language as found in the attached lease addendum.
- All property owners **must** conduct a criminal background check and a criminal on all prospective tenants and maintain a current register of tenants. This information must be available for review by the City upon request.
- **Property owners or managers who own or operate one or more rental unit:** Mandatory Crime Free Multi-Housing (CFMH) training is **required** and must be completed within one year of the issuance of a new rental housing license. A copy of CFMH Certificate must be included with license application.
- **Department of Revenue Information form MUST be included with application for ALL NEW Rental Licenses.**

Signature

The undersigned acknowledges that this application has been read and that the information provided on this application is accurate and agrees to comply with all the ordinances and laws of the City of Jordan rental dwelling code.

Signature of Owner **X**	Print Name	Date
Signature of Agent (if applicable) **X**	Print Name	Date

Make check payable to **City of Jordan** and mail to:

Jordan City Hall
210 East First Street
Jordan, MN 55352

Staff Use Only

Utilities owed to City? ❒ No ❒ Yes Date Received _____

Crime Free Certificate _____

Tax Identification Form

License Applicant:

Pursuant to *Minnesota Statue 270C.72 Tax Clearance: Issueance of Licenses, the licensing authority is required to provide the Minnesota Commissioner of Revenue your Minnesota business tax identifcation number and the Social Security number of each license applicant. Under the Minnesota Government Data Practices Act and the Federal Privacy Act of 1974, we are required to advise you of the following regarding the use of this information:

1. This information may be used to deny the issuance, renewal or transfer of your license in the event you owe the Minnesota Department of Revenue delinquent taxes, penalties or interest.
2. Upon receiving this information, the licensing authority will supply it only to the Minnesota Department of Revenue. However, under the Federal Exchange of Information Agreement the Department of Revenue may supply this information to the Internal Revenue Service.
3. Failure to supply this information may jeopardize or delay the processing of your licensing issuance or renewal application.

Please supply the following information and return along with your application to the agency issuing the license. **Do not return to the Department Of Revenue.**

Sole Proprietors ONLY

Applicant's name		
Address		
City	State	Zip
Phone number	Social Security number	

Partnerships, LLCs, Corporations ONLY

Business name		
Address		
City	State	Zip
Phone number	Minnesota Tax ID number	Federal Tax ID number

If a Minnesota Tax ID number is not required, please explain:

TENNESSEN WARNING: In connection with your request for a license, the City has asked that you provide information about yourself which may be classified as private, confidential, nonpublic, or protected nonpublic under the Minnesota Government Data Practices Act. This means that this data is not ordinarily available to the general public. Accordingly, the City is required to inform you of the following:

1. The purpose and intended use of the information requested is to determine if you or an applicant affiliated with you is eligible for a license from the City of Jordan.
2. You are not legally obligated to supply the request information.
3. The known consequences of supplying the requested information is that the information or further investigation could disclose information which could cause the license application to be denied.
4. The known consequences of refusing to supply the requested information is that the application for a license cannot be processed.
5. A criminal charge, arrest, or conviction will not necessarily bar you from obtaining a license with the City, unless the conviction is related to the matter for which the license is sought, according to Minnesota Statute 364.03. However, failure to reveal the requested criminal information will be considered falsification of the application and may be used as grounds for the denial of the application.
6. Other governmental agencies necessary to process your application are authorized by law to receive the information provided.
7. The City is required by law to furnish some of this information to the Department of Labor and Industry and the Minnesota Commissioner of Revenue.

270C.72 Tax Clearance; Issuance Of Licenses. *2008 Minnesota Statutes Subd. 4. **Licensing authority; duties.**
All licensing authorities must require the applicant to provide the applicant's Social Security number and Minnesota business identification number on all license applications. Upon request of the commissioner, the licensing authority must provide the commissioner with a list of all applicants, including the name, address, business name and address, Social Security number, and business identification number of each applicant. The commissioner may request from a licensing authority a list of the applicants no more than once each calendar year.

Signature	Print Name	Date

LEASE ADDENDUM FOR CRIME-FREE/DRUG-FREE HOUSING

In consideration of the execution or renewal of a lease of the dwelling unit identified in the lease, Owner and Resident agree as follows:

1. Resident, any members of the resident's household, or a guest or other person under the resident's control shall not engage in illegal activity, including drug-related illegal activity, on or near the said premises. "Drug-related illegal activity" means the illegal manufacture, sale, distribution, purchase, use, or possession with intent to manufacture, sell, distribute, or use of a controlled substance (as defined in Section 102 or the Controlled Substance Act [21 U.S.C. 802]) or possession of drug paraphernalia.

2. Resident, any member of the resident's household, or a guest or other person under the resident's control shall not engage in any act intended to facilitate illegal activity, including drug-related illegal activity, on or near the said premises.

3. Resident or members of the household will not permit the dwelling to be used for, or to facilitate, illegal activity, including drug-related illegal activity, regardless of whether the individual engaging in such activity is a member of the household.

4. Resident or members of the household will not engage in the manufacture, sale, or distribution of illegal drugs at any locations, whether on or near the dwelling unit premises or otherwise.

5. Resident, any member of the resident's household, or a guest or other person under the resident's control shall not engage in acts of violence or threats of violence, including but not limited to the unlawful discharge of firearms, prostitution, criminal street gang activity, intimidation, or any other breach of the rental agreement that otherwise jeopardizes the health, safety, or welfare of the landlord, his agents, or tenants.

6. VIOLATION OF THE ABOVE PROVISIONS SHALL BE A MATERIAL VIOLATION OF THE LEASE AND GOOD CAUSE FOR TERMINATION OF TENANCY. A single violation of any of the provisions of this added addendum shall be deemed a serious violation and material non-compliance with the lease.

It is understood and agreed that a single violation shall be good cause for termination of the lease. Unless otherwise provided by law, proof of violation shall not require criminal conviction but shall be by the preponderance of the evidence.

7. In case of conflict between the provisions of this addendum and any other provisions of the lease, the provisions of the addendum shall govern.

8. This LEASE ADDENDUM is incorporated into the lease executed or renewed this day between Owner and Resident.

_____ (Resident)

_____ (Resident)

_____ (Resident)

_____ (Resident)

Date Signed: _____

_____ (Owner / Management)

Date Signed: _____

Resident(s) acknowledge receipt of this addendum by signature of this document

INSPECTION CHECKLIST

Rental Housing: Exterior

Yard Maintenance

- ❑ Trees and shrubs trimmed and maintained
- ❑ Grass trimmed to less than eight inches high

Driveways and Parking

- ❑ General condition
- ❑ All vehicles must be parked on hard surface
- ❑ All vehicles must have current tabs and be operational

Accessory Building(s)

- ❑ General condition
- ❑ Location

Refuse Storage

- ❑ Approved covered containers
- ❑ Containers not visible from street

Fences/Retaining Walls

- ❑ General condition

Building Exterior

- ❑ Roof
- ❑ Siding
- ❑ Windows
- ❑ Doors
- ❑ Foundation
- ❑ Chimneys/vents
- ❑ House numbers
- ❑ Gutters/downspouts
- ❑ Fascia/soffits

Decks/Patios

- ❑ Decks 30 inches or higher have guardrails
- ❑ Decks with three or more steps have handrails
- ❑ Handrails and guardrails are secure

NOTE:

This list includes the major items covered in an inspection but may not be totally inclusive of all items.

The property owner or agent is responsible for notifying tenant at least 24 hours before an inspection.

Permits may be required to complete work. Contact City Hall at 952-492-2535 for further information.

CITY OF JORDAN

INSPECTION CHECKLIST

Rental Housing: Interior

Security
- ❑ Locks on ground floor windows
- ❑ Exterior door locks (interior keyed deadbolts are prohibited)

Doors and Windows
- ❑ Operational windows must have screens
- ❑ Exterior doors solid core or insulated
- ❑ All doors must be operational
- ❑ All garage doors must be operational

Ceiling
- ❑ Water damage
- ❑ Cracks or chipping
- ❑ Acceptable general condition

Walls
- ❑ Holes in walls
- ❑ Cracks or chipping
- ❑ Water damage

Flooring
- ❑ Free of cracks/holes/rips etc
- ❑ Free of tripping hazards

Stairs
- ❑ Carpeting is secure
- ❑ Handrails on all stairways
- ❑ Must be illuminated

Tub/Shower
- ❑ Washable and water tight surface around tub and floor

Toilet
- ❑ Free of chips and cracks
- ❑ Properly secured to floor
- ❑ Sanitary conditions
- ❑ Flushes correctly

Ventilation
- ❑ Bath fan installed and operable if no window

Electrical
- ❑ All outlets/switches have plates
- ❑ All wires concealed
- ❑ No extension cords used with appliances
- ❑ GFCI to code

Smoke Detector/CO Detector
- ❑ Present and functioning on every floor and in every bedroom
- ❑ Carbon monoxide detectors within 10 feet of every bedroom

Fire Extinguisher
- ❑ Fire extinguisher

Furnace/Air Conditioning
- ❑ Venting free of rust and fully operational

Water Heater
- ❑ Verify relief valve
- ❑ Free of leaks

Washer/Dryer
- ❑ Gas dryer must have shut-off valve
- ❑ Dryer must have metal ductwork to exterior
- ❑ Washer must have water shut off

Dishwashers
- ❑ Permanently installed to code
- ❑ Clean and sanitary condition
- ❑ Seals in good working order

Sink/Wash Basin
- ❑ Free of chips and cracks
- ❑ Sink area water tight and washable surface
- ❑ Hot and cold water

Stove/Range/Oven
- ❑ All burners and oven elements operable
- ❑ Oven gasket in good condition
- ❑ Gas range must have shut off valve

Refrigerator
- ❑ Fully operational, with secure gaskets

Food Storage/Preparation
- ❑ Cabinet doors and drawers with hardware
- ❑ Kitchen sanitary—no accumulated garbage

NOTE:

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JORDAN POLICE DEPARTMENT

Brett Empey – Chief of Police

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Residential Rental Ordinance - Crime Free Description

The Minnesota Crime Free Multi-Housing Program is designed as a partnership between law enforcement, and rental property owners, managers and tenants to keep drugs and illegal activity out of rental property. When crime and drugs operate out of rental property, neighborhoods suffer and landlords pay a high price. That price may include the loss of valued tenants, decline in property values, property damage, civil penalties, fear, frustration, resentment and anger between neighbors, tenants and property managers.

Property Owners / Managers are required to complete the MN Crime Free Multi-Housing Phase 1 class. The Jordan Police Department will host multiple classes throughout the year although property owners / managers may take this class in other Cities where it may be offered as well. The MN Crime Prevention Association (MCPA) keeps a list of upcoming classes being held throughout our state under their *Training & Events* tab on their website: http://www.mncpa.net/what-we-do/crime-free-multi-housing

Property Owners / Managers are required to perform criminal record checks prior to entering into a lease, written or verbal, with a tenant.

Property Owners / Managers are required to include a crime free/drug free lease addendum to all leases signed by the tenants.

Benefits to Property Owners / Managers:

- Increased property values
- Increased demand for rental units
- A stable, more satisfied tenant base
- Lower maintenance and repair costs
- More appreciative neighbors, tenants, and community
- Improved personal safety for tenants, landlords, and managers
- Peace of mind that comes from spending more time on routine management and less on crisis control

Benefits to Tenants:

- A safe environment
- Fair, equal treatment of tenants
- Management involved in tenant issues and concerns

Benefits to Law Enforcement:

- Tried and true crime prevention methods
- Drop in calls for service
- Improved quality of life for the community at large
- A community oriented policing approach to crime prevention
- Statewide collaboration between cities, police, and sheriff departments
- Teaches property managers how to work with police and neighbors.

705 Syndicate Street Jordan, MN 55352 *Phone: 952-492-2009 Fax: 952-492-3225*