



Short-Term Home Rental Initial License Application

- License Application Fee: \$300 (fee includes initial inspection)
- Background check fee \$15 (made out to MNBCA)

Date Paid: _____

Receipt No.: _____

City Council Date: _____

Property Owner to complete sections A-G.

A. Applicant's Information (business name and representative, if applicable)

1. Site Address of Short-Term Home Rental: _____
2. Applicant Name(s): _____
3. Applicant Address (if not primary residence): _____

4. Applicant phone number(s): _____
5. Applicant email(s): _____
6. Will the home be Owner/Operator Occupied? Yes or No
7. Will the Owner/Operator be present during the stay? Yes or No
8. If not, address while away: _____
9. If not, the average drive time between addresses: _____
10. Did you Homestead the property with Washington County? Yes or No
11. MN Sales Tax ID number OR SSN to be used for MN Department of revenue reporting (SSN kept confidential):
MN Sales Tax ID # _____ Legal Name for State Tax ID _____
or SSN XXXXXXXXXX SSN Legal Name _____

B. Property Owner information (if different than Applicant)

1. Property Owner name(s): _____
2. Property Owner address (if STHR location is not primary residence):

3. Property Owner phone number(s): _____
4. Property Owner email(s): _____
5. If applicable, both must be checked:
 - Property Owner will not be licensee.
 - And Property Owner authorizes Applicant to operate a Short-Term Home Rental on property.

E. Listing Information:

1. On which websites will the Short-Term Home Rental be listed?

2. Will the Short-Term Home Rental be listed or advertised anywhere else? If so, please give specifics.

F. Required attachments: (To be completed by Applicant)

- 1. Background check authorization form and \$15 payment to MNBCA for EACH background check required.
- 2. Property site plan, drawn to scale, showing parking and driveways, all structures and outdoor recreational areas that guests will be allowed to use, including, but not limited to, deck/patio, grill, recreational fire, or sauna.
- 3. Floor plans, drawn to scale, of the home identifying which rooms will be used as transient guest bedrooms.
- 4. Proof of suitable and sufficient insurance on the property.
- 5. A copy of the Guest Disclosure, or "Welcome Letter" required by City Code.
- 6. Minnesota Sales Tax Account Number (7 digits) include legal name of MN Tax ID
OR Social Security Number are included.
- 7. \$300 payment for license application and initial inspection to the City of Stillwater (check or card).
- 8. Proof of Homestead for R3 Building Code category, if applicable.
- ***If your property falls under the R1 Building Code category for Short-Term Home Rentals, Certified Building Plans showing your compliance with the Short-Term Home Rental Building codes are **required**. For more information on the Building code categories see the STHR webpage.

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G. Signatures (digital / scanned signatures are accepted):

Site Address of Short-Term Home Rental: _____

Property owner name(s): _____

By signing this application form, I certify that to the best of my knowledge the property meets, and will be operated according to, the standards found in City Code.

Property owner's signature: _____ Date: _____

Property owner's signature: _____ Date: _____

Applicant name(s): _____

By signing this application form, I certify that to the best of my knowledge the property meets, and will be operated according to, the standards found in City Code.

Applicant's signature: _____ Date: _____

Applicant's signature: _____ Date: _____

Property Owner information and Signature are required. Application and applicable fees are required *per* Rental Dwelling Unit.

All fields must be completed, appropriate boxes checked, and required attached documents included for application to be accepted as complete. Initial and any required re-inspections must pass for application to be accepted as complete. Re-inspections must be scheduled timely based on required corrections for application to be accepted as complete.

Incomplete applications will be rejected.

For questions about the application or to submit electronic application (physicals copies are not required), please contact PlanningDept@stillwatermn.gov

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216 4th Street North Stillwater MN 55082
651-430-8800
www.stillwatermn.gov
PlanningDept@stillwatermn.gov

APPLICATION SUBMITTAL DISCLOSURE - STHR

Please check each box to indicate you agree to the following statements:

- I understand that all information submitted for this application is subject to the Data Practices Act and that all data is presumed public data and can be made available to the public.
- I understand the City has the ultimate authority to determine what may be considered non-public data.
- I hereby state the foregoing statements and all data, information and evidence submitted herewith in, is to the best of my knowledge and belief, true and correct.
- I hereby state I will comply with the permit if it is granted and used.

Minn. Stat. §13.37 allows certain data to be considered non-public data because it contains a formula, pattern, compilation, program, device, method, technique or process (1) that was supplied by me or an organization contracted by me, (2) that is the subject of efforts that are reasonable under the circumstances to maintain its secrecy, and (3) that derives independent economic value, actual or potential, from not being generally known to, and not being readily ascertainable by proper means by, other persons who can obtain economic value from its disclosure or use.

Please list any materials you believe meet the criteria above and are therefore non-public data.

By signing I agree to the statements above.

Required

Property Owner _____
Mailing Address _____
City - State - Zip _____
Telephone No. _____
Email _____
Signature _____

(Signature is required)

By signing I agree to the statements above.

Required (If other than property owner)

Representative _____
Mailing Address _____
City - State - Zip _____
Telephone No. _____
Email _____
Signature _____

(Signature is required)



Background Check

Property Owners/Operators/Managers:

As part of the Short-Term Home Rental license process, the City of Stillwater has the authority to conduct background checks on all property owners, operators and managers.

The form attached is a requirement of the Short-Term Home Rental Licensing process.

Please complete the 'Kari Koskinen Manager Background Check Act' form for each property owner/operator/ manager, include a \$15 check payable to "MNBCA" for each background check form and submit it along with your STHR License application to begin the STHR licensing process.

If you have questions, feel free to contact the Community Development Department at 651-430-8820.

**Kari Koskinen Manager Background Check Act
299C.68.2**

Owner complete:

Owner or Company: *City of Stillwater
216 4th St N
Stillwater, MN 55082
Angela Ross
651-430-8829*

We are requesting a federal check on this individual as well.
(Owner please check this box if requesting a federal check and attach fingerprint card.)

Manager applicant complete:

A search of the Minnesota State Criminal Records Repository and/or the Federal Bureau of Investigation's Criminal Justice Information Criminal Files will be performed on you pursuant to Minnesota Statutes 299C.67 to 299C.71. By signing this form you are allowing the above company/individual to access any criminal data maintained in these files, and understand that your fingerprints may be used to check the criminal history records of the FBI.

I authorize this check to be done.

Signature of Applicant: _____

Date: _____

The expiration of this authorization shall be one year from the date of my signature.

Last Name of Applicant (please print): _____

First Name (please print): _____

Middle (full) (please print): _____

Maiden, Alias or Former (please print): _____

Date of Birth: _____

(Month/Day/Year)

Sex (M or F): _____

Social Security Number (optional): _____

I understand that I have the following rights:

- 1) the right to be informed that the owner will request a background check on the manager to determine whether the manager has been convicted of a crime specified in section 299C.67, subdivision 2,
- 2) the right to be informed by the owner of the superintendents response to the background check and to obtain from the owner a copy of the background check report,
- 3) the right to obtain from the superintendent any record that forms the basis for the report,
- 4) the right to challenge the accuracy and completeness of information contained in the report or record (procedures are set forth in Minnesota Statutes §13.04 and Title 28 CFR Section 16.34),
- 5) the right to be informed by the owner if the manager's application to be employed by the owner or to continue as an employee has been denied because of the result of the background check



Short-Term Home Rental Guest Disclosure Sample

Ordinance 1093 requires specific information to be included in a 'guest disclosure' or 'welcome letter' to your guests. Please generate a welcome letter containing the required information below, and display it in a prominent place for your guests. The kitchen counter, or an entry way table are both examples. The welcome letter is also a great place to list any house rules you wish the guests to follow.

Required information, at a minimum, includes:

- List the name, phone number and address of the owner, operator or representative.
- The maximum number of guests allowed on the property.
- The maximum number of vehicles allowed at the property and where they are to park. Please mention to your guests that all cars should be parked on-site and not on the street.
- Property rules related to use of outdoor features, such as decks, patios, grills, recreational fires, saunas and other recreational facilities.
- City noise ordinances will be enforced by the Stillwater Police Department, including reduced noise levels between 10 PM and 8 AM.
- Events are not allowed on the premises. That means that no more than three unregistered guests can gather on the property.
- Useful phone numbers:
 - Property manager
 - Fire department (non-emergency) 651.351-4950
 - Police department (non-emergency) 651.351-4900
- Useful websites:
 - Stillwater Convention and Visitor's Bureau <http://www.discoverstillwater.com/>
 - Stillwater Independent Business Association <http://www.mainstreetstillwateriba.com/>
 - Stillwater Area Chamber of Commerce <http://greaterstillwaterchamber.com/>

-Sample below-

"Welcome to our home in the historic city of Stillwater. We hope you enjoy your stay. As our guests and guests of the community, here is some helpful information and rules we ask you to follow:

1. The number of guests can be _____ or fewer and there can be no events or parties on the property.
2. Please park no more than _____ vehicles on the driveway provided. Please no street parking.
3. After 10 pm, please reduce noise especially when outdoors.
4. Etc.....