

200 South Third Street  
Waterville, MN 56096

City of Waterville

Telephone: 507-362-8300

**RENTAL PROPERTY LICENSE APPLICATION**

Rental Property Street Address: \_\_\_\_\_

Number of Units: \_\_\_\_\_, Number of Bedrooms Per Unit: \_\_\_\_\_

Company Name (If Applicable): \_\_\_\_\_

Name of Property/ Company Owner: \_\_\_\_\_

Property Owner / Company Address: \_\_\_\_\_

City, State, ZIP: \_\_\_\_\_

Phone: \_\_\_\_\_ Alternate Phone: \_\_\_\_\_

Name of Property Manager / Property Agent: \_\_\_\_\_

Property Manager / Property Agent Address: \_\_\_\_\_

City, State, ZIP: \_\_\_\_\_

Phone: \_\_\_\_\_ Alternate Phone: \_\_\_\_\_

Insurance Company: \_\_\_\_\_ Policy No. \_\_\_\_\_

Insurance Company's Phone: \_\_\_\_\_

Agent's Name and Phone No: \_\_\_\_\_

\_\_\_\_\_  
Applicant's Signature Date

\_\_\_\_\_  
Police Chief Signature Date

\_\_\_\_\_  
Building Inspector Signature Date

\_\_\_\_\_  
City Administrator's Signature Date

Total Fees: \_\_\_\_\_ Date Paid: \_\_\_\_\_ Expires: \_\_\_\_\_

Issue Date: \_\_\_\_\_ License # \_\_\_\_\_

City of Waterville  
Rental Inspection Report

Property Address: \_\_\_\_\_

Inspection Date: \_\_\_\_\_ Pass Fail

Reinspection Date: \_\_\_\_\_ Pass Fail

Contact Information

Owners Name: \_\_\_\_\_ Owners

Phone: \_\_\_\_\_

Owners Home Address \_\_\_\_\_

The rental unit shall comply with all provisions of the MN State Fire Code in existence at the time of the inspection

Smoke detector

1 each level

1 in each bedroom

1 outside each bedroom

The presence of an up to date and fully operable fire extinguisher in each rental unit

Two exits from each sleeping area (Door and egress window).

Proper ceiling height (7 feet minimum clearance).

Habitable space including a kitchen

A sleeping room of at least 64 square feet (8 feet x 8 feet)

Each additional sleeping room being at least 64 square feet of area.

Appliances

All appliances must be in good, safe working condition and fit for the intended use.

Fully operable and safe stove

Fully Operable and safe Refrigerator

Capable of safely storing food

Sink and faucet capable of providing both hot and cold water

Cabinets to safely store food and other necessities

shower or tub capable of providing hot and cold water

Cabinet to safely store medicines and other necessities.

Bathroom

space including a fully operable sink capable of providing both hot and cold water

safe and operable toilet

Safe and properly maintained electrical services with no exposed wiring.

all outlet must be covered

Structural Safety

Structure must be structurally sound.

There are to be no holes in the foundation walls greater than one one-half inch (1/2) inch

Any decks must be safe and must be fit for its intended purpose

all deck s must support loads intended for it and protected against decay

Handrails and guards on stairways and porches where there are 4 or more risers.

Plumbing

- All plumbing is in good and operable condition and fit for the use intended
- All plumbing must have proper backflow protection
- Fully operable safe water heater fit for its intended use.
- All mechanical (HVAC) is in good and operable condition and fit for its intended use.

Fully functioning locks on exterior door for tenant security. All doors must be in good condition and fit for the use intended.

Windows

- Fully Operable windows.
- There are to be no broken windows
- all screens shall be in good working order and fit for their intended use
- Proper weather protection.

- There are to be no holes in siding, missing siding
- No missing siding,
- No holes or leaking siding
- No holes or leaking roofs
- A tight roof that does not allow water in the structure.
- no more than 10% of the exterior surface with chipped or peeling paint.
- All gutters (if any) shall be in good condition and shall be fit for their intended purpose.

Drainage

- Proper slope away from building for adequate drainage.
- The structure is not to hold standing water.

Accessory Structures

- shall be in good condition
- Fit for its intended purpose
- structurally sound, and protected against decay.
- there is not to be more than 10% of the exterior surfaced with chipped or peeling paint
- All fences (if any) shall be in good condition and protected against decay.

Parking

- All parking shall be on a gravel or impervious surface.
- the gravel

- Property is not a nuisance property
- Full compliance with all existing zoning ordinances

Additional Notes

\_\_\_\_\_  
Brad Meister