

# City of Westbrook

556 1<sup>st</sup> Avenue, PO Box 367

Westbrook, MN 56183

Phone: 507-274-5110

Email: westbrook@woodstocktel.net

Website: cityofwestbrookmn.com

## Application for Residential Rental Housing License

This application must be completed and submitted to the City of Westbrook in accordance with municipal regulations governing residential rental properties. The Residential Rental Housing License is required for all property owners who lease or rent residential units within city limits.

### Property Information

- Property Address: \_\_\_\_\_
- Parcel Number: \_\_\_\_\_
- Type of Dwelling: Single-family / Apartment / Duplex
- Number of Rental Units: \_\_\_\_\_

### Owner Information

- Owner Name: \_\_\_\_\_
- Mailing Address: \_\_\_\_\_
- Phone Number: \_\_\_\_\_
- Email Address: \_\_\_\_\_

### Property Manager (if applicable)

- Manager Name: \_\_\_\_\_
- Company Name: \_\_\_\_\_
- Phone Number: \_\_\_\_\_
- Email Address: \_\_\_\_\_

### Rental Unit Details

Unit Number (if applicable)	Number of Bedrooms	Number of Bathrooms	Occupied (Yes/No)

### Compliance and Safety Certification

1. The property complies with all local, state, and federal housing laws.
2. All rental units have passed fire safety inspection within the last 12 months.
3. Smoke and carbon monoxide detectors are installed and operational in all units.
4. Lead paint disclosure has been provided to tenants, if applicable.
5. The property is free from major health and safety code violations.

## Required Attachments

- Copy of current housing inspection report
- Proof of property insurance
- Lead paint disclosure documentation (if applicable)
- Signed acknowledgement of city rental regulations

## Owner's Certification

I, the undersigned, certify that the information provided in this application is true and correct to the best of my knowledge. I agree to comply with all City of Westbrook regulations governing residential rental properties and understand that failure to do so may result in suspension or revocation of this license.

- Owner Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## For City Use Only

- License Number: \_\_\_\_\_
- Date Issued: \_\_\_\_\_
- Expiration Date: \_\_\_\_\_
- Reviewed By: \_\_\_\_\_

For questions regarding this application or the Residential Rental Housing License process, please contact the City of Westbrook Clerk's Office at (507) 274-5110 or visit the city website.