



City of Ely Long Term Rental License Application

License No. _____

PID No. _____

CODE SECTIONS

Section 16.03: No person shall operate a rental dwelling without first obtaining a license from the City. A license must be renewed every year.
Section 16.06 Licenses are non transferable. The rental license expires and re-application must be made when a change of ownership occurs during the licensing year.
Section 16.03(3B): Owners residing outside the City of Ely must have a designated agent (This person will act as the local contact for maintenance and able to accept legal notices.
Chapter 17 Licensing Short Term Rentals

RENTAL ADDRESS

COMPLEX NAME: <small>(if multi-family)</small>	RENTAL ADDRESS:
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OWNER INFORMATION

OWNER NAME:	DATE OF BIRTH:	PHONE NO: ()	
ADDRESS:	CITY:	STATE:	ZIP:

AGENT/CONTACT PERSON INFORMATION

AGENT NAME: <small>(if other than same or owner resides out of the metro area)</small>	DATE OF BIRTH:	PHONE NO: ()	
ADDRESS:	CITY:	STATE:	ZIP:

FEE SCHEDULE

PLEASE SUBMIT YOUR CHECK MADE OUT TO THE CITY OF ELY
ANNUAL LICENSE FEE: \$100 INSPECTION FEE: \$50 PLUS \$20 FOR EACH SUBSEQUENT UNIT INSPECTED IN THE SAME DWELLING
RENTAL DWELLING LICENSES MUST BE RENEWED EACH YEAR

DWELLING UNIT INFORMATION

Type of dwelling	# of units	# of buildings
__single family __twin home		
__townhome __apartment	_____	_____

The undersigned hereby applies for a rental dwelling license and acknowledges receipt of a copy of City Ordinance Chapter 16.01 and Chapter 17; acknowledges the provisions of the Building Maintenance and Occupancy Code have been reviewed; and attests the subject premises will be operated and maintained according to the requirements contained therein, subject to applicable sanctions and penalties The undersigned further agrees the subject premises may be inspected by the compliance official as provided in Chapter 16.01 of said ordinance. The undersigned hereby certifies that the above information is true and correct to the best of their knowledge:

Applicant Signature: _____ **Date:** _____

An inspection of your rental property is required before the license can be issued. An inspection date and time will be scheduled upon receipt of the application. Please feel free to contact the Building Official (218-504-5142) to reschedule the inspection. Inspections may be scheduled Monday through Thursday between 8:00 a.m. and 5:30 p.m. Office hours are Mon. – Thurs. 8 a.m – 4:30 p.m.
FAX: 218-365-7811