



## SHORT-TERM RENTALS (Host) LICENSE REQUIREMENTS

Ordinance 44, Third Series of the Roseau City Code requires that any person seeking to license a property for Short-term rentals must complete the following:

- ✓ Complete Short-term rental application
- ✓ A safety inspection by the Roseau City Building Official (*non-owner occupied requirement*)
- ✓ Provide affidavit of compliance for all safety requirements (on second page of application)
- ✓ Provide State licensing or permit if required (If MDH licensing is required, then the City \$50 application fee will be waived)
- ✓ Provide certificate of insurance
- ✓ Post an informational contact listing for guests
- ✓ Maintain a host registry
- ✓ Pay license fee

You must complete the Short-term rentals License Application. Only the owner(s)\* of the Short-term rental property can submit this application. The full legal names and addresses of all corporate officers and persons holding a twenty-five (25) percent or greater beneficial interest in the business shall be provided on the application.

\* **OWNER** - Any person who, alone or with others, has title or interest in any building, property, dwelling, dwelling unit or portion thereof, with or without accompanying actual possession thereof, including any person who as tenant, agent, executor, administrator, trustee, or guardian of an estate has charge, care, control of any -dwelling or dwelling unit.

A current Building Inspection Report must be completed and included with this application to be considered complete. (for non-owner occupied applications)

An affidavit of compliance must accompany the application attesting that each unit offered for Short-term rental use satisfies the safety requirements of this chapter.

You must post the following information in a conspicuous place within each dwelling unit used as a Short-term rental:

- Emergency contact information;
- Contact information for the Short-term rental host or the Responsible party;
- Street address;
- Floor plan indicating fire exits and escape routes;
- Roseau Police Department contact information
- Maximum occupancy limits.

You must show certificate of liability insurance of no less than \$300,000 with the “City of Roseau” listed as the certificate holder **OR** conduct each rental transaction through a Short-term rental platform that provides equal or greater coverage.

You must maintain a Short-term rental host registry for the duration of the license that includes a cumulative tally of the number of nights booked and documentation of the amount of rent paid.

You must make a payment of fifty dollars (\$50.00) to the City of Roseau for the license fee (fee shall be waived if Minnesota Department of Health licensure is provided).

If you have questions regarding the Short-term rentals license, contact City of Roseau at 218-463-5003.