

# Rental Licensing-Residential Application

Ordinance 247-14 through Ordinance 247-25

To the Clerk of the Village of Balsam Lake, County of Polk  
The undersigned hereby applies for a rental license

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Is this a new or renewal rental licensing application? \_\_\_\_\_

Is this a change of property owner information or managing operator? \_\_\_\_\_

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## **Section 1: Property Information on rental property**

Street Address: \_\_\_\_\_

Property Identification Number (PIN): \_\_\_\_\_

Type of Dwelling: \_\_\_\_\_ Other \_\_\_\_\_ Single Family \_\_\_\_\_ Duplex \_\_\_\_\_ 4 Plex \_\_\_\_\_ Apartment

\_\_\_\_\_ Condo \_\_\_\_\_ Townhouse                      Number of Dwelling Units at address: \_\_\_\_\_

Number of bedrooms per dwelling unit: \_\_\_\_\_

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## **Section 2: Owner Information**

Business Name: \_\_\_\_\_

Name of Owner: \_\_\_\_\_

Contact phone number : Home \_\_\_\_\_ Cell \_\_\_\_\_

Email: \_\_\_\_\_

Owners legal and mailing address: \_\_\_\_\_

City: \_\_\_\_\_ State \_\_\_\_\_ Zipcode: \_\_\_\_\_

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**Section 3 Person Responsible for Maintenance & Management of this Rental Property**

Enter below the requested information for the natural person responsible for maintenance and management of this property. This natural person may also be the appointed agent/contact person for the property. A post office box or commercial mail service are not acceptable as the only address for such person, it must also include a Street Address.

Person same as Section 2 above: \_\_\_\_\_ Person same as Section 4 below: \_\_\_\_\_

Name of Property Manager: \_\_\_\_\_

Contact phone number: Home \_\_\_\_\_ Cell \_\_\_\_\_

Street Address: \_\_\_\_\_

City: \_\_\_\_\_ State \_\_\_\_\_ Zipcode: \_\_\_\_\_

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**Section 4 Management Agent/Resident Agent (if applicable)**

Code requires that any rental property owner whose legal address is not in the State of Wisconsin, or if the owner is other than a natural person, which entity does not maintain a place of business in the state, shall appoint a natural person as agent who resides in Polk County Wisconsin, upon whom notices may be served pertaining to the rental of this property.

Agent Name: \_\_\_\_\_

Contact phone number: Home \_\_\_\_\_ Cell \_\_\_\_\_

Street Address: \_\_\_\_\_

City: \_\_\_\_\_ State \_\_\_\_\_ Zipcode: \_\_\_\_\_

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**Section 5 Signature**

I understand and accept responsibility as Owner/Legal Agent for service of legal process and acknowledge that I have received a copy of Village Code Chapter 247 Property Maintenance, Article VI Rental Licensing, Residential and agree to comply with all aspects of that code.

\_\_\_\_\_  
Legal Agent Signature

\_\_\_\_\_  
Date