



## SHORT-TERM RENTAL STANDARDS PROGRAM

# Application for Accreditation

How to fill out this application

Option 1 - Print the application portion of this packet (last two pages), fill out, and mail to:  
*Ely Area Tourism Bureau, PO Box 182 Ely, Minnesota 55731*

Note: If parts of this application are left blank or check boxes are not checked, your application will not be processed.  
Please be sure everything is completely filled out. Items marked with a \* below are required

If you have multiple rental units at one address, fill out one form. If you have multiple rental units at multiple addresses, fill out one application per property address. Once your application is received, please allow up to 10 business days for processing. You'll receive a confirmation/welcome email with an Accredited Rental certificate when processing is complete. It is required that you display the certificate at all times in all accredited rentals.

Questions? Email Ely Area Tourism Bureau at [abby.dare@visitemn.org](mailto:abby.dare@visitemn.org)

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PROPERTY OWNER NAME(S)\*

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CONTACT PHONE\*

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PROPERTY OWNER NAME(S)

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MAILING ADDRESS, IF DIFFERENT  
THAN PROPERTY ADDRESS BELOW

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PROPERTY ADDRESS\*

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NUMBER OF GUESTS THIS PROPERTY SLEEPS\*

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NUMBER OF RENTAL UNITS AT THIS ADDRESS\*

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PROPERTY NAME, IF APPLICABLE

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DATE YOU STARTED SHORT TERM RENTALS  
AT THIS ADDRESS\*

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IS THIS PROPERTY RENTED ALL YEAR LONG OR  
SEASONALLY? LIST DATES OF OPERATION IF SEASONAL.\*

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IF A THIRD PARTY MANAGES YOUR PROPERTY,  
ENTER THEIR NAME / BUSINESS HERE\*

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WRITE "I AGREE" TO INDICATE YOU AGREE TO DISPLAY THE  
ACCREDITED PROPERTY CERTIFICATE AT ALL TIMES IN ALL  
RENTAL UNITS LISTED ON THIS APPLICATION.\*

FILL OUT CHECKLIST ON NEXT PAGE, SIGN, DATE, AND SUBMIT APPLICATION.





## SHORT-TERM RENTAL STANDARDS PROGRAM

Property Owner Name \_\_\_\_\_

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

**ITEMS 1-5 ARE REQUIRED BY LAW TO OPERATE A SHORT-TERM RENTAL IN THE ELY AREA. ANY FALSIFICATION OR LAPSE IN COMPLIANCE WILL BE ADDRESSED BY THE APPROPRIATE STATE/AREA AGENCIES AND/OR COUNTY OF RESIDENCE.**

- ☐ 1 Registered with the Ely Area Lodging Tax Board and current on 3 or 4% Ely Lodging Tax
- ☐ 2 License or Permit to operate a short-term rental in this geographical location (*If rental is in City of Ely, both a city license and a license through St. Louis County are required*)  
Permit Info: St. Louis County | Lake County | City of Ely
- ☐ 3 Registered with the State of MN Revenue Department to collect and remit Sales Tax and other necessary taxes. To register, visit [www.revenue.state.mn.us](http://www.revenue.state.mn.us). With questions, email [salesuse.tax@state.mn.us](mailto:salesuse.tax@state.mn.us).
- ☐ 4 Registered with the State of MN Health Department and compliant on all rules and statutes. Including but not limited to sanitation, building, lighting, linen, furnishing, cleanliness, water, waste, and fire protection requirements:
- |   |  |
|---|--|
| <input type="checkbox"/> <u>4625.0300</u> Sanitation requirements               | <input type="checkbox"/> <u>4625.1400</u> Hand-washing requirements                            |
| <input type="checkbox"/> <u>4625.0400</u> Building requirements                 | <input type="checkbox"/> <u>4625.1500</u> Eating utensils/drinking vessels provided in rooms   |
| <input type="checkbox"/> <u>4625.0500</u> Floor requirements                    | <input type="checkbox"/> <u>4625.1600</u> Waste disposal                                       |
| <input type="checkbox"/> <u>4625.0600</u> Wall and ceiling requirements         | <input type="checkbox"/> <u>4625.1700</u> Insect and rodent control                            |
| <input type="checkbox"/> <u>4625.0700</u> Screening requirements                | <input type="checkbox"/> <u>4625.1800</u> Personnel health and cleanliness                     |
| <input type="checkbox"/> <u>4625.0800</u> Lighting and ventilation requirements | <input type="checkbox"/> <u>4625.1900</u> Cleanliness of premises                              |
| <input type="checkbox"/> <u>4625.0900</u> Space requirements                    | <input type="checkbox"/> <u>4625.2000</u> Fire protection                                      |
| <input type="checkbox"/> <u>4625.1000</u> Bedding and linen requirements        | <input type="checkbox"/> <u>4625.2100</u> Plumbing and swimming pools                          |
| <input type="checkbox"/> <u>4625.1100</u> Room furnishing requirements          | <input type="checkbox"/> <u>4625.2200</u> Sanitary dispensing of ice                           |
| <input type="checkbox"/> <u>4625.1200</u> Toilet requirements                   | <input type="checkbox"/> <u>4625.2300</u> Initial and renewal license fees, license exp dates  |
| <input type="checkbox"/> <u>4625.1300</u> Water supply                          | <input type="checkbox"/> <u>4625.2355</u> Variance to rules relating to lodging establishments |
- ☐ 5 Appropriate and current Home/Rental Insurance to protect both hosts, guests and belongings
- ☐ 6 Commitment to operate this short-term rental to the highest standard and represent Ely's Hospitality and Tourism Industry with pride
- ☐ 7 Contact free check-in and check-out is offered
- ☐ 8 Doors and windows that lock securely on all rental entrances/exits
- ☐ 9 Enough clean linens, dishware, and parking on-site to accommodate full occupancy
- ☐ 10 Housekeeping system that accounts for a thorough clean and linen laundering between each party
- ☐ 11 Advertised features/amenities are in good working order (*A/C, heat, sauna, hot tub, WiFi, TV, etc.*)
- ☐ 12 No personal effects are accessible in rental units (*Examples of personal effects: family photos, medicine, food. Only Single service/sealed staple items you offer to your guests are permissible*)
- ☐ 13 Owner or an agent authorized to act on owner's behalf are always accessible to guests and neighbors in case of an emergency or urgent situation
- ☐ 14 Required policies & information is/will be accessible/displayed for guests

