

Assisted Living Licensure Application Addendum: Additional Managerial Officials and Controlling Individuals Information

This is an addendum to the assisted living licensing application form. Use this document if additional managerial officials or controlling individuals need to be identified when submitting an assisted living licensure application, regardless of licensed resident capacity.

Submitting Attachments

Applicants must upload attachments to the MDH application portal with their application.

No assisted living services may be provided until MDH issues a license.

Keep a copy of application and attachment materials. They will not be returned to applicants.

Questions?

EMAIL: health.assistedliving@state.mn.us

Additional Managerial Officials and Controlling Individuals Information

[Minnesota Statutes § 144G.12, subd. 1\(4\) \(https://www.revisor.mn.gov/statutes/cite/144G.12\)](https://www.revisor.mn.gov/statutes/cite/144G.12)

Pursuant to [Minnesota Statutes § 144G.16, subd.3\(c\) \(https://www.revisor.mn.gov/statutes/cite/144G.16\)](https://www.revisor.mn.gov/statutes/cite/144G.16) **The owners and managerial officials of a provisional licensee whose license is denied are ineligible to apply for an assisted living facility license for 1-year following the facility's closure date.**

Provide the information below for all managerial officials and controlling individuals of the assisted living.

The purpose of this section is to collect information about the person(s) and/or entity responsible for the operations of the assisted living facility. Depending upon responsibilities, this may include an Assisted Living Director (ALD), Clinical Nurse Supervisor (CNS), or other individual(s) exercising operational authority. All such individuals must be disclosed.

State law requires that applicants for assisted living licensure disclose the legal names, email, mailing addresses and telephone numbers of all owners, managerial officials, and controlling individuals regardless of the nature of the entity applying for licensure. MDH collects personal information, including date of birth (DOB), to verify

identity and evaluate the applicant's eligibility for licensure. Information submitted with this application is private while the application is under review. If a provisional license is issued, the information submitted with the application becomes public pursuant to [Minnesota Statutes §13.41](https://revisor.mn.gov/statutes/cite/13.41) (<https://revisor.mn.gov/statutes/cite/13.41>) and [Minnesota Statutes §144.051](https://revisor.mn.gov/statutes/cite/144.051) (<https://revisor.mn.gov/statutes/cite/144.051>).

A separate addendum is required for each managerial official and controlling individual.

A controlling individual means an owner and the following individuals or entities, if applicable: each officer of the organization, including the chief executive officer and chief financial officer; each managerial official; and any entity with at least five percent mortgage, deed of trust, or other security interest in the facility.

A managerial official is an individual who has the decision-making authority related to the operation of the facility and the responsibility for the ongoing management or direction of the policies, services, or employees of the facility.

Direct contract means providing face-to-face care, training, supervision, counseling consultation, or medication assistance to residents of a facility.

Legal name (or entity name) _____

Known names (if applicable) _____

DOB (if applicable) _____

Permanent address _____

City _____ State _____ ZIP _____

Telephone _____

Email address _____

Type

- ☐ Controlling Official
- ☐ Managerial Official

Will this individual provide direct (care) contact?

- ☐ Yes
- ☐ No

Has any individual listed above been convicted of or had any of the disqualifying situations listed in [Minnesota Statutes § 144G.12 subd. 1\(13\)\(14\) \(https://www.revisor.mn.gov/statutes/cite/144G.12\)?](https://www.revisor.mn.gov/statutes/cite/144G.12)

- ☐ Yes (see below)
☐ No

If **yes**, attach the following information for individual found guilty of the actions listed in [Minnesota Statutes § 144G.12 Subd.1\(13\)-\(14\) \(https://www.revisor.mn.gov/statutes/cite/144G.12\)](https://www.revisor.mn.gov/statutes/cite/144G.12).

- Legal name of direct or indirect owner.
- Written explanation including the reason for action taken, dates, and the jurisdiction in possession of your record.
- A copy of the disciplinary action.

For more information contact:

Minnesota Department of Health
Health Regulation Division
PO Box 64900
St. Paul, MN 55164-0900
651-539-3049 or 844-926-1061
health.assistedliving@state.mn.us
www.health.state.mn.us

07/01/2026

To obtain this information in a different format, call: 651-201-4101.