

**Rental License Application**  
**INDIVIDUAL APPLICATION REQUIRED FOR EACH BUILDING**  
**PLEASE COMPLETE SECTIONS 1 THROUGH 9**

**Section 1**

**Property Information**

Rental Property Address: _____	Property Identification Number(PIN): _____
PIN can be found on property tax statement or at <a href="http://www2.co.hennepin.mn.us/pins/addrsrch.jsp">www2.co.hennepin.mn.us/pins/addrsrch.jsp</a> -Required for Condo Units	
Number of Rental Units: _____ Dwelling Units _____ Rooming Units _____ Shared Bath Units _____ Condo Units	
<u>DWELLING UNIT:</u>	Any habitable room located within a dwelling and forming a single habitable unit with facilities which are used or intended to be used for sleeping, cooking and eating.
<u>SHARED BATH UNIT:</u>	Dwelling unit which does not contain a bathroom.
<u>ROOMING UNIT:</u>	Any room or group of rooms forming a single habitable unit used or intended to be used for living and sleeping, but not for cooking of meals.
<u>CONDO UNIT:</u>	Any dwelling unit within a Condominium, Townhouse or Coop Association.

**Section 2**

**Owner Information**

Business Name: _____ (Required if Applicable)			
Name of Natural Person: _____			
Chief Operating Officer/Owner	First	MI (Required)	Last
Date of Birth _____	Phone ( ) _____		
Month/day/year (Required)			
Owner's Address _____			
City _____	County _____	State & Zip Code _____	

**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 person must reside within the 16-county metropolitan area of: ANOKA, CARVER, CHISAGO, DAKOTA, GOODHUE, HENNEPIN, ISANTI, LESUEUR, MCLEOD, RAMSEY, RICE, SCOTT, SHERBURNE, SIBLEY, WASHINGTON AND WRIGHT. This person may also be the appointed agent/contact person for the property. A post office box or commercial mail service box is not acceptable as an address for such person. SECTION 244.1840 MINNEAPOLIS CODE OF ORDINANCES.

Name of Property Manager	First	MI (Required)	Last	Date of Birth _____
				(Required)
Daytime Phone ( ) _____	Evening Phone ( ) _____			
Address _____				
City _____	County _____	State & Zip Code _____		

**Section 4**

I CERTIFY THAT THE ABOVE INFORMATION IS TRUE AND CORRECT AND I UNDERSTAND ALL MAILINGS FROM INSPECTIONS DIVISION INCLUDING THE ANNUAL RENTAL LICENSE BILLING STATEMENT WILL BE MAILED TO THE APPOINTED AGENT/CONTACT PERSON UNLESS INSPECTIONS DIVISION IS NOTIFIED OF ANY CHANGES.

Signature of Owner _____	Date _____	Signature of <u>Person responsible for Maintenance/Mgmt</u> _____
		<b>must be notarized.</b>
		If Other Than Owner
		(Space reserved for Notary Stamp)
Signature of Property Manager if other than owner _____	Date _____	
Subscribed and sworn to before me on this _____ day of _____, 20_____.		
_____, Notary Public, _____ County		

**Caution:** Your signature as Property Manager on this form will make you responsible for the maintenance and management of this rental property.

**New Owners: Attached proof of ownership (i.e. copy of Certificate of Real Estate Value or HUD Statement or Bill of Sale).**





**Section 10**

**Rental License Fees**

**Fee Amounts per Building:** The annual license fee for a rental dwelling license or provisional license is \$39.00 for the first rental dwelling unit and \$20.00 for each additional rental dwelling unit under common ownership in the same building. The licensing billing period is October 1 through September 30 of the following year. New owners who have purchased their property after April 1 (during second half of license year) shall pay the prorated fee of 50%. A change in ownership shall require a new license application and payment of the license fee. **New Owners: Attach proof of ownership (i.e. Copy of Certificate of Real Estate Value or HUD Statement or Bill of Sale).** Operation of an unlicensed dwelling unit shall be subject to an additional administrative fee of two hundred fifty dollars (\$250.00) for the first unlicensed dwelling unit and twenty dollars (\$20.00) for each additional unlicensed dwelling unit under common ownership in the same building. This fee shall be in addition to any other appropriate enforcement action or fees due. This fee shall apply 60 days after owner closes the sale of the rental property.

**FEE MUST ACCOMPANY APPLICATION.**

**Make checks payable to:**

**Mail to:**

Minneapolis Finance Department  
Department of Regulatory Services  
Inspections Division  
250 South 4<sup>th</sup> Street  
Minneapolis, MN 55415-1373

**Section 11**

**Important Information**

Section 244.2010: Every Licensee shall promptly notify the Department of Inspections of any changes in the names, addresses and other information concerning the person listed in the last license application filed with the department.

Section 244.2000(d): The owner of any dwelling which is required to be licensed by this chapter shall prior to the time of sale of said dwelling, notify the buyer in writing of all unabated orders and violation tags issued by the Department of Inspections pertaining to said dwelling, as well as the requirement of law that said dwelling, upon acquisitions by a new owner, must be licensed with the Director of Inspections. A copy of the notification shall be mailed to the Director of Inspections within five (5) days of furnishing the notification to the buyer. If the dwelling is owned by a corporation, an officer of said corporation shall carry out the notification required by this section. If the property is owned by more than one person, a notification by one of the owners shall satisfy this section. For the purpose of this section, "time of sale: shall be construed to mean when a written purchase agreement is executed by the buyer or, in the absence of a purchase agreement, upon the execution of any document providing for the conveyance of a dwelling required to be licensed.

**Section 12**

**For Office Use Only**

License/Provisional Number..... \_\_\_\_\_  
Operator ..... \_\_\_\_\_  
Date Processed..... \_\_\_\_\_  
Fee Amount Paid ..... \_\_\_\_\_

\_\_\_ New Construction/Certificate of Occupancy                      \_\_\_ Conversion  
\_\_\_ Code Compliance    \_\_\_ Response to RFS  
\_\_\_ New Owner    \_\_\_ Update Only  
\_\_\_ Other \_\_\_\_\_