

**City of Minneapolis
Inspections Division
Housing Inspection Service**

Rental License Application Procedures

Accurate information is essential in order to have an effective rental license program. Be sure that each line is filled out completely. We **will not** accept an incomplete rental license application. It is the property owner's responsibility to provide complete and accurate information. Minneapolis Code of Ordinances Section 244.1810 –1830 – 1840 –1870-1880; 244.1900 - 1910

Section 1

Property Information: Full Rental Property Address. Place the address of the rental property on this line. Be sure to include the street, boulevard, avenue, and direction (ie. 23rd ave NE.)

Number of Rental Units. We need to know the number of dwelling units, rooming units, and shared bath units. Please refer to the definitions printed in this box.

Section 2

Owner Information: The owner's first name, middle initial, and last name are required. The owner's date of birth is also required. We request both a daytime and evening phone number of the property owner. Where would a tenant reach you in case of an emergency?

The owner's address cannot be a post office box or mail service address. It must be a street address of the owner's home or business. Please include the County of residence. The rental license will not be issued without the owner's home and/or business address. Section 244.1840

If the owner is a **partnership**, the name of the partnership, the name (including middle initial), residence address, and date of birth of the managing partner. If the owner is a **corporation**, the name and address of the corporation, **and** the name (including middle initial), residence address(including county), and date of birth of the chief operating officer.

In cases where the owner of a rental dwelling resides outside the sixteen-county metropolitan area, the owner must appoint an agent (person responsible for the management and maintenance of the rental property) who resides within the sixteen-county metropolitan area consisting of the following counties: Hennepin, Rice, Wright, Anoka, Washington, McLeod, Ramsey, Dakota, Scott, Carver, Sherburne, Isanti, Chisago, Sibley, Le Sueur and Goodhue.

Section 3

Person Responsible for Maintenance and Management (also referred to as Contact Person): This section is to be completed by the appointed person responsible for maintenance and management of the rental property. We stress that by signing the rental license application, this person is accepting full responsibility for the management and maintenance of the property.

As with the property owner, we must have the full name including the middle initial and the date of birth. The person responsible for maintenance and management must also provide a street address of his/her home and/or business, including County of residence. A post office box or mail service address is not acceptable. The rental license will not be issued if the maintenance/management contact's first name, middle initial, last name date of birth and home/and or business address is not listed. Section 244.1840

Section 4

The signature of the owner **and** person responsible for maintenance and management's signature's are required in this section. **The signature of the person responsible for maintenance and management of this property must be notarized if this person is someone other than the owner.** The notarized signature assures us that this person accepts the responsibility for acting on the owner's behalf. The rental license is not valid without the owner's signature and, if applicable, the signature of the person responsible for maintenance and management of the rental property. **The owner's signature does not have to be notarized.**

Section 5

Rental Licensing Fees: This section includes the rental licensing fee amounts, who to make check payable to and the mailing address of the Department of Regulatory Services. This section also includes information regarding late fees and administrative fees.

Section 6

This section provides information to the licensee regarding requirements for notifying the Department of Inspections of changes in the names, addresses and other information concerning the person(s) listed in the last license application. It also includes ordinance information requiring the seller to notify the buyer of the required rental license, all unabated orders and violation tags issued by the Department of Inspections.

Section 7

This section is for internal office use only.

Section 8

Please Check the appropriate boxes below: In response to the ordinance changes invoking new licensing standards we need to know if the rental property has delinquent taxes or assessments. **If a payment arrangement has been made for any of these past due bills, the bill will not be considered delinquent for this purpose.**

The new license standards also requires there can be no active arrest warrant(s) for a Minneapolis Housing Maintenance Code or Zoning Code violation pertaining to any property in which the licensee, applicant or property manager has a legal or equitable interest or is involved in management or maintenance. Section 244.1910

Section 9

Address where register is kept: The Licensing standard requires the Licensee to maintain a current register of all tenants and other persons with a lawful right to occupancy to a dwelling unit. The tenant register is a list containing the tenants names and address. We need to know at what location (address) the tenant list is kept. Section 244.1910

Section 10

Rental License Building Scheme

The building scheme is a requirement of the licensing standards in Section 244.1910.10. The purpose of the building scheme is to identify the type of dwellings within the building and to specify for each unit, the floor number, and the unit number and/or letter and/or designation. We do not require a building scheme for single family homes.

If the property is a duplex, please indicate by checking the appropriate box. We need to know how each of the dwelling units is addressed. For example, a side-by-side duplex could be 1560 and 1562 EZ Street, or it could be 1560 EZ Street #1 and #2, or it could be 1560A EZ Street and 1560B EZ Street. Another example is an upper and lower level style duplex, one is located on the first floor the other is located on the second floor. They could be addressed 1560 and 1562 EZ Street or 1560 EZ Street Upper and 1560 EZ Street Lower or they could be addressed 1560 EZ Street #1 and #2, etc.

Section 11

Building scheme for 3 or more dwelling units. On the rear side of this form please indicate the apartment numbers (or letters) for each apartment per floor. For example, a four-unit building might have 2 apartments on the ground floor and 2 apartments on the second floor. They could all have the same street address and be designated Apt #1, #2, #3 and #4 with #1 and #3 on the first floor and #2 and #4 on the second floor. Be sure to list the unit type next to the apartment number. The unit types are DU=Dwelling Unit; RU=Rooming Unit; or SB=Shared Bath Unit. Please refer to the definitions printed in Section 1 of the Rental Dwelling License.