

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

Section 1

Property Information

Rental Property Address: _____ Number of Rental Units: _____ Dwelling Units _____ Rooming Units _____ Shared Bath Units _____ Condo Units DWELLING UNIT: 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. SHARED BATH UNIT: Dwelling unit which does not contain a bathroom. ROOMING UNIT: 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. CONDO UNIT: Any dwelling unit within a Condominium, Townhouse or Coop Association.	Property Identification Number(PIN): _____ PIN can be found on property tax statement or at www2.co.hennepin.mn.us/pins/addrsrch.jsp -Required for Condo Units
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Section 2

Owner Information

Business Name: _____ (Required if Applicable) (Submission of Articles of Organization required)			
Name of Natural Person: _____ Chief Operating Officer/Owner First MI (Required) Last			
Date of Birth _____ Month/day/year (Required)		Phone () _____	
Owner's Address _____ _____ _____ (Address cannot be a post office box or mail service 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 are 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 _____ (Address cannot be a post office box or mail service address)				
City _____		County _____	State & ZipCode _____	

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 _____ _____ Signature of Property Manager if other than owner _____	Date _____ _____	Signature of Person responsible for Maintenance/Mgmt _____ must be notarized. If Other Than Owner (Space reserved for Notary Stamp)
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.

Section 10

Rental License Fees

Fee Amounts per Building: The annual license fee for a rental dwelling license or provisional license is \$65.00 for the first rental dwelling unit and \$19.00 for each additional rental dwelling unit under common ownership in the same building. The licensing billing period is between **September 1st through August 31st**. New owners who have purchased their property after April 1st (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.

Dwellings Converted to Rental: Whenever a single dwelling building and buildings/units with separate PID numbers (condominium or townhouse) with 2-5 dwelling units) that have been unlicensed for the previous 12 months, the dwelling shall be inspected for compliance with minimum housing standards. The fee for this required inspection is one thousand dollars (\$1000.00). This fee shall be in addition to the annual license fee. Exemptions: (condominium or townhouse) buildings containing 6 or more units; dwellings owned by nonprofit entity (as defined); new construction.

Change of Ownership Inspection Fee: *Whenever a Single dwelling up to a four (4) unit rental property changes ownership that does not meet the definition converted to rental above shall be inspected for compliance with minimum housing standards. The fee for this required inspection is four hundred and fifty dollars (\$450.00).* This fee shall be in addition to the annual license fee. Exemptions: (condominium or townhouse) buildings containing 6 or more units; dwellings owned by nonprofit entity (as defined); new construction.

Operation of an unlicensed dwelling unit shall be subject to an additional administrative fee of two hundred fifty dollars (\$250.00) for the first dwelling unit and twenty dollars (\$20.00) for each additional 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.

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

FEE MUST ACCOMPANY APPLICATION.

Make checks payable to:

Mail to:

Minneapolis Finance Department
Department of Regulatory Services
Inspections Division
250 South 4th 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.....	_____
<input type="checkbox"/> New Construction/Certificate of Occupancy	<input type="checkbox"/> Conversion
<input type="checkbox"/> Code Compliance	<input type="checkbox"/> Response to RFS
<input type="checkbox"/> New Owner	<input type="checkbox"/> Update Only
<input type="checkbox"/> Other _____	