

Application Form
RLIC

**Housing Inspections Services
Regulatory Services**
250 South 4th Street – Room 300
Minneapolis, MN 55415
Office 612-673-3000 or 311
Fax 612-673-3699
TTY 612-673-2157
www.minneapolismn.gov/inspections



Office Use Only

RLIC # _____
Amount _____
Tier _____
CSR Initials _____ Date _____

APPLICATION FOR A SHORT-TERM RENTAL REGISTRATION

SHORT-TERM RENTAL PROPERTY ADDRESS (INCLUDE ADDRESS #, STREET NAME, & DIRECTIONAL), Apt/Unit#

APPLICANT

APPLICANT		DATE OF BIRTH	
OWNER ADDRESS (cannot be PO Box or commercial mailing service)		CITY	STATE ZIP
COUNTY	PHONE	EMAIL	

AGENT/CONTACT (if different from applicant)

(a local agent or contact will be required if the applicant will be outside of the 16 county metropolitan area during a rental period. The 16 county metropolitan area is: Anoka, Carver, Chisago, Dakota, Goodhue, Hennepin, Isanti, Lesueur, McLeod, Ramsey, Rice, Scott, Sherburne, Sibley, Washington, or Wright)

NAME OF AGENT/CONTACT		DATE OF BIRTH	
ADDRESS (cannot be PO Box or commercial mailing service)		CITY	STATE ZIP
COUNTY	PHONE	EMAIL	

Any changes to the names, addresses, and other information concerning the persons on this application must be provided in writing to the Department of Regulatory Services within ten days. I understand that my eligibility is based on the property being my primary residence and that the entire unit is rented for no more than thirty (30) consecutive days at a time.

SIGNATURE _____ **DATE** _____

Spanish - Atención. Si desea recibir asistencia gratuita para traducir esta información, llama **612.673.2700**
Somali - Ogow. Haddii aad dooneyso in lagaa kaalmeeoyo tarjamadda macluumaadkani oo lacag la' aan wac **612.673.3500**
Hmong - Ceeb toom. Yog koj xav tau kev pab txhais cov xov no rau koj dawb, hu **612.673.2800**
Sign Language Interpreter – **612.673.3220** TTY: **612.673.2626**

PAYMENT OPTIONS

In person at the Minneapolis Development Review counter, Monday through Friday, 9:00 AM to 3:00 PM:

Public Service Center
250 South 4th Street, Room 300
Minneapolis, MN 55415

By mail, with a check payable to Minneapolis Finance Department, or the below credit or debit card information, mailed to:

Housing Inspection Services
250 South 4th Street, Room 300
Minneapolis, MN 55415

MasterCard or Visa only

Card Number _____

Expiration Date _____ CVV _____

By secure fax, with the below credit or debit card information:

MasterCard or Visa only

Card Number _____

Expiration Date _____ CVV _____

Secure fax to **612-673-3699**

Short-Term Rental Types

		
<p>Owner-occupied (No short term rental property registration or license required)</p> <ol style="list-style-type: none"> 1. Owner lives at the property 2. A <i>room</i> is rented 3. Owner <i>stays</i> during the rental period 	<p>Owner-occupied (Short term rental property registration required)</p> <ol style="list-style-type: none"> 1. Owner lives at the property 2. The <i>entire unit</i> is rented 3. Owner <i>leaves</i> during the rental period 	<p>Non owner-occupied (Short term rental license required)</p> <ol style="list-style-type: none"> 1. The entire unit is rented 2. Owner does not live on site 3. Owner holds a Tier 1 or Tier 2 rental license for the property 4. Accessory Dwelling Units continue to need a rental license

Important Information

- Any person operating a short-term rental property which includes a swimming pool that does not possess a current and valid pool license shall, during the course of any such rental period, post a sign indicating that the pool is not licensed and inspected.
- A [Who to Call poster \(pdf\)](#) must be posted in the property with the rental license certificate in a conspicuous location.
- [Filing a 311 Complaint](#)

Submitting Your Application

In Person

Applications may be submitted in person at Minneapolis Development Review (located at the address above) during the following hours: Monday, Tuesday, Wednesday, and Friday 8:00 AM - 3:00 PM, or Thursday 9:00 AM - 3:00 PM. City staff is available to answer questions and notarize agent/contact signatures if needed.

By Mail or Fax

You may also mail in or securely fax applications using the payment sheet on the last page of this application. Make sure to include both sides of the license application itself with your payment information.