

**Rental License Application**  
**Condominium, Townhouse or Cooperative Rental Units**  
 PLEASE COMPLETE ENTIRE APPLICATION  
*(Every Rental License Expires August 31)*

For Office Use Only:
RLIC #: _____
OPERATOR: _____
FEE: _____
DATE: _____
TYPE: _____

**Section 1**

Rental Property Address _____	Rental Unit Number(s) _____
Property Identification Number (PIN) _____	*If you are licensing more than 3 units please attach a document listing all of the unit numbers and their property ID numbers.

**Section 2 Owner Information**

Owner Name or Chief Operating Officer _____	First	MI (Required)	Last
Business Name _____	(If Applicable Submission of Articles of Organization Required)		
Owner's Address _____	(Address cannot be a P.O. Box)		
City _____	County _____	State & Zip Code _____	
Phone _____	Date of Birth _____		
E-mail _____	(Required)		

**Section 3 Person Responsible for Maintenance & Management of this Rental 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 or WRIGHT.** SECTION 244.1840 MINNEAPOLIS CODE OF ORDINANCES.

Name of Property Manager _____	First	MI (Required)	Last
Address _____	(Address cannot be a P.O. Box)		
City _____	County _____	State & Zip Code _____	
Phone _____	Date of Birth _____		
E-mail _____	(Required)		

**Section 4**

I CERTIFY THAT THE ABOVE INFORMATION IS TRUE AND CORRECT. I UNDERSTAND MY SIGNATURE AS PROPERTY MANAGER WILL HOLD ME RESPONSIBLE FOR THE MAINTENANCE AND MANAGEMENT OF THE LISTED RENTAL PROPERTY, INCLUDING LEGAL ACTION IF NECESSARY. ALL MAILINGS FROM THE 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 (Required) _____	Date _____
Signature of Property Manager MUST BE NOTARIZED (if other than owner) _____	Date _____
Space Reserved for Notary Stamp	
Subscribed and sworn to before me on this _____ day of _____, 20_____.	
_____, Notary Public, _____ County	

**New Owners: Proof of Ownership is required to be submitted at the time of application.**

**Section 5 Rental License Fees (Rental Year runs Sept. 1 – Aug. 31)**

Annual Fee: <b>\$65.00</b>	Applications submitted during the months of <b>July</b> through <b>March</b> will be charged the annual fee of <b>\$65</b> for the first unit and <b>\$19</b> for each additional unit in the same building.
Pro-Rated Fee: <b>\$32.50</b>	Applications submitted the months of <b>April, May</b> or <b>June</b> will be charged the pro-rated fee of <b>\$32.50</b> for the first unit and <b>\$9.50</b> for each additional unit. Eligibility subject to occupancy date of April 1 <sup>st</sup> or after.
Administrative Fee: <b>\$250.00</b>	Properties occupied for more then 60 days without a license are subject to an administrative fee of \$250.00 for the first unit and \$20 for each additional unit. <b>(This is in addition to the annual fee)</b>
Conversion Fee: <b>\$1000.00</b> <i>(one time inspection fee)</i>	This inspection fee applies when a condominium or townhome is being converted to a first time rental when the unit is in a building containing 5 or less residential units. <b>(Fee must accompany the annual fee at time of application)</b>
Change of Ownership Fee: <b>\$450.00</b> <i>(one time inspection fee)</i>	This inspection fee applies when rental units within properties containing 5 or less units changes Owners. <i>Excludes condominiums and townhomes in buildings containing 6 or more residential units.</i> <b>(Fee must accompany the annual fee at time of application)</b>

**Section 6 Important Information**

**Minneapolis Code of Ordinances, Title 12, Chapter 244:**

- **A rental dwelling license is no longer valid if ownership has changed.**
- Every Licensee shall notify the Department of Inspections within 10 days of any changes in the names, addresses and other information concerning the person listed in the last license application filed with the department.
- The owner of any dwelling, selling a rental property must notify the buyer in writing of all unabated orders and administrative citations issued by the Department of Inspections pertaining to the property, and notify the buyer of the rental licensing requirements as set out by Minneapolis Ordinances.

**Notification:**

Licensing Standard 244.1910 Subsection (20)

A licensee or owner/landlord shall not be in violation of section 244.265 of this Code, which required owner/landlords to notify tenants and prospective tenants of pending mortgage foreclosure or cancellation of contract for deed involving the licensed property.

**Section 7**

**DID YOU REMEMBER TO INCLUDE:**

- Articles of Organization must be submitted at the time of the application **(if operating under a business name)**, which names the chief operating officer on the documents.
- Owner and Contact person have signed the application **(if the contact person differs from the owner, their signature must be notarized)**.
- Proof of ownership is submitted if Hennepin County Property information has not already been updated.
- Correct payment submitted, (please see Section 5 for the correct payment due)
- Check is payable to Minneapolis Finance Department
- Mark you calendar, rental license renewal bills are sent out the end of July
- Mail to or drop off at:  
**Department of Regulatory Services**  
**Rental Licensing**  
**250 South 4<sup>th</sup> Street, RM 300**  
**Minneapolis, MN 55415**

**Spanish-** Atención. Si desea recibir asistencia gratuita para traducir esta información, llama **612-673-2700**

**Somali-** Ogow. Haddii aad dooneyso in lagaa kaalmeeyo 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**