



Rental License Application

1 – 4 Unit Rental Buildings

PLEASE COMPLETE ENTIRE APPLICATION
(Every Rental License Expires August 31)

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

Section 1

Rental Property Address _____

Number of Rental Units: _____ Residential Units _____ Rooming Rental Units _____ Shared Bath Units

How is each unit addressed? Unit# _____ Unit# _____ Unit# _____ Unit# _____

(If the property is owner occupied circle that unit)

Residential Rental Unit: A single residential unit which contains a sleeping area, a kitchen and bathroom facility.
Rooming Rental Unit: Any single rental unit, legally approved by the City of Minneapolis, intended to be used for living and sleeping but does not contain a kitchen.
Shared Bath Rental Unit: Any rental unit legally approved by the City of Minneapolis, which contains a kitchen but no bathroom.

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** _____
(Required)

E-mail _____

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** _____
(Required)

E-mail _____

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** _____ Date _____ **Space Reserved for Notary Stamp**
(if other than owner)

Subscribed and sworn to before me on this _____ day of _____, 20_____.

_____, Notary Public, _____ County

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

Annual Fee: \$65.00	Applications submitted during the months of July through March will be charged the annual fee of \$65 for the first unit and \$19 for each additional unit in the same building.
Pro-Rated Fee: \$32.50	Applications submitted the months of April, May or June will be charged the pro-rated fee of \$32.50 for the first unit and \$9.50 for each additional unit. Eligibility subject to occupancy date of April 1 st or after.
Administrative Fee: \$250.00	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. (This is in addition to the annual fee)
Conversion Fee: \$1000.00 <i>(one time inspection fee)</i>	This inspection fee applies when a single family dwelling is being converted to a first time rental or has not held a valid license within 12 months. (Fee must accompany the annual fee at time of application)
Change of Ownership Fee: \$450.00 <i>(one time inspection fee)</i>	This inspection fee applies when rental units within properties containing 5 or less units changes Owners. (Fee must accompany the annual fee at time of application)

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 4th 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**