**For Office Use Only:** RLIC #:_____OPERATOR: _____ FEE: _____DATE: _____TYPE: _____

# Rental License Application

Apartment Buildings – 5 or More Units

Please see instructions on back of form

## Section 1 Rental Property Information

Rental Property Address _____

Number of Rental Units _____ Residential Units _____ Rooming Rental Units _____ Shared Bath Units (description on back)

List how is each unit addressed Unit# ____ Unit# ____ Unit# ____ Unit# ____ (If a unit is occupied by Licensee please indicate that unit)

## Section 2 Owner Information

Name of Owner _____

First MI Last

Business Name (if applicable) _____

(Submission of Articles of Organization listing the Owner is required at time of application)

Address of Owner _____

(Address cannot be a P.O. Box or commercial mailing service)

City _____ County _____ State & Zip Code _____ Phone _____

Date of Birth _____ E-mail _____

**I AFFIRM BY MY SIGNATURE BELOW THAT I AM IN COMPLIANCE WITH ALL RENTAL LICENSING STANDARDS OUTLINED IN MINNEAPOLIS CODE OF ORDINANCES, TITLE 12, CHAPTER 244. AND UNDERSTAND THAT FAILURE TO COMPLY WITH ANY OF THESE STANDARDS AND/OR CONDITIONS SHALL BE ADEQUATE GROUNDS FOR THE DENIAL, REFUSAL TO RENEW, REVOCATION, OR SUSPENSION OF MY RENTAL DWELLING LICENSE. I ACKNOWLEDGE THAT THE PHONE NUMBER SUMBITTED SHALL BE ANSWERABLE 24 HOURS A DAY, 7 DAYS A WEEK AND ALL INQUIRIES MUST BE RESPONDED TO WITHIN A REASONABLE AMOUNT OF TIME.**

**I ACKNOWLEDGE THAT ALL CORRESPONDENCE SENT FROM THE DEPARTMENT OF INSPECTIONS WILL BE MAILED TO THE APPOINTED AGENT/CONTACT PERSON IF LISTED BELOW**

**THE OWNER SHALL NOTIFY THE DEPARTMENT OF INSPECTIONS IN WRITING WITHIN 14 DAYS OF ANY CHANGES IN THE NAMES, ADDRESSES AND OTHER INFORMATION CONCERNING THE LAST LICENSE APPLICATION FILED WITH THE DEPARTMENT**

_____ _____

Signature of Owner Date

## Section 3 Appointed Agent/Contact Person

This person must reside within the 16-county metropolitan area (LIST OF COUNTIES ON BACK)

Name of Appointed Agent/Contact Person _____

First MI Last

Address of Agent/Contact Person _____

(Address cannot be a P.O. Box or commercial mailing service)

City _____ County _____ State & Zip Code _____ Phone _____

Date of Birth _____ E-mail _____

**I AFFIRM BY MY SIGNATURE BELOW THAT I AM IN COMPLIANCE WITH ALL RENTAL LICENSING STANDARDS OUTLINED IN MINNEAPOLIS CODE OF ORDINANCES, TITLE 12, CHAPTER 244. AND UNDERSTAND THAT FAILURE TO COMPLY WITH ANY OF THESE STANDARDS AND/OR CONDITIONS SHALL BE ADEQUATE GROUNDS FOR THE DENIAL, REFUSAL TO RENEW, REVOCATION, OR SUSPENSION OF MY RENTAL DWELLING LICENSE. I ACKNOWLEDGE THAT THE PHONE NUMBER SUMBITTED SHALL BE ANSWERABLE 24 HOURS A DAY, 7 DAYS A WEEK AND ALL INQUIRIES MUST BE RESPONDED TO WITHIN A REASONABLE AMOUNT OF TIME.**

**I ACKNOWLEDGE THAT THE DEPARTMENT OF INSPECTIONS WILL HOLD ME RESPONSIBLE FOR THE MAINTENANCE, MANAGEMENT, AND ANY LEGAL ACTIONS THAT MAY ENSUE FOR THE ABOVE LISTED RENTAL PROPERTY.**

**I AGREE THAT ALL CORRESPONDENCE SENT FROM THE DEPARTMENT OF INSPECTIONS WILL BE MAILED TO ME AS THE APPOINTED AGENT/CONTACT PERSON AS LISTED IN THIS SECTION**

_____ _____

Signature of Appointed Agent/Contact Person (MUST BE NOTARIZED) Date

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

Notary Public, _____ County

**Space Reserved for Notary Stamp**

## Section 4 — Rental Licensing Fees

| | |
|---|---|
| Annual Fee:<br>$69 for first unit<br>$19 for each additional | Applications submitted during the months of July through March will be charged the annual fee of $69 for the first unit and $19 for each additional unit in the same building |
| Pro-Rated Fee:<br>$34.50 for first unit<br>$9.50 for each additional | Applications submitted the months of April, May or June will be charged the pro-rated fee of $34.50 for the first unit and $9.50 for each additional unit. Eligibility subject to occupancy date of April 1st or after |
| Administrative Fee:<br>$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<br>**(This is in addition to the annual fee)** |
| Conversion Fee:<br>$1000.00<br>(one time inspection fee) | 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. There is a reduction of $250 if the owner or agent can present proof of attendance at a recognized fundamentals of rental property management course as stated in the Minneapolis Code of Ordinances, section 244.1870<br>**(Fee must accompany the annual fee at time of application)** |
| Change of Ownership Fee:<br>$450.00<br>(one time inspection fee) | This inspection fee applies when rental units within properties containing 4 or less units changes ownership<br>**(Fee must accompany the annual fee at time of application)** |

Rental Licensing fees are payable to: Minneapolis Finance Department

Application submission to:

Department of Regulatory Services
Rental Licensing
250 South 4th Street, RM 300
Minneapolis, MN 55415

## Section 5 — Apartment Building Scheme

Use the grid below to identify the units on each floor, listing them from lowest to highest along with the unit type in the appropriate column. For larger buildings of 10 or more units, please supply your own grid with the same information and attach to the application at the time of submission. Unit Type Examples: Studio, 1BR, 2 BR and 3BR

| **Floor #** | | **Floor #** | | **Floor #** | |
|---|---|---|---|---|---|
| **Unit #** | **Unit Type** | **Unit #** | **Unit Type** | **Unit #** | **Unit Type** |
| | | | | | |
| | | | | | |
| | | | | | |

## Instructions

Section 1

- 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: A unit legally approved by the City of Minneapolis, that contains a kitchen but no bathroom

Section 2

- Application **will not** be accepted if incomplete**-all fields required**

Section 3

- Application **will not** be accepted if incomplete**-all fields required**
- Signature Appointed agent/contact person **must be notarized**
- 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 4

- Questions regarding fee amounts or if fees apply please call 612-673-3000 or 311

## Important Rental Property Information

- A rental dwelling license is no longer valid if ownership has changed
- Rental Licenses are renewed annually, expiring August 31st of each year
- 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
- 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
- All Rental Licensing Standards are outlined in Minneapolis Code of Ordinances, Title 12, Chapter 244.

**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**