

Section 1 – Rental Property Information

Rental Property Address _____

Single Family Duplex Triplex Fourplex ADU Townhome Apartment

Property ID Number _____ Number of Rental Units _____ Owner's Unit, if applicable _____

Section 2 – Owner Information

Business Name, if applicable _____

Submission of Articles of Organization listing the shareholders is required at the time of application

Name of Owner/Shareholder _____
First Name MI Last Name

Address of Owner _____
Address cannot be a P.O. Box or commercial mailing service

City _____ County _____ State _____ Zip Code _____ Phone _____

Date of Birth _____ 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.

Signature of owner (notarization not required) Date

Section 3 – Appointed Agent/Contact Person (if different from owner)

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

Name of Appointed Agent/Contact Person _____
First Name MI Last Name

Address of Appointed Agent/Contact Person _____
Address cannot be a P.O. Box or commercial mailing service

City _____ County _____ State _____ Zip Code _____ Phone _____

Date of Birth _____ Email _____

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. I 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 Department of Regulatory Services 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 Regulatory Services 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

Notary Signature

Space Reserved for Notary Stamp

Rental License Application

Section 4 – Rental Licensing Fees

If you have questions about fee amounts or applicability, please refer to the supplemental information sheet.

If applying for a rental license between July and March, use the table below:

Building Size	Annual Building Fee (Unit 1)			Annual Fee, Each Additional Unit
	Tier 1	Tier 2	Tier 3	
1 to 3 units	\$70	\$112	\$373	\$5
4 to 15 units	\$82	\$163	\$327	\$5
16 or more units	\$175	\$350	\$700	\$5
Condo units	\$70	\$112	\$373	\$5

If applying for a rental license in April, May, or June, use the table below:

Building Size	Annual Building Fee (Unit 1)			Annual Fee, Each Additional Unit
	Tier 1	Tier 2	Tier 3	
1 to 3 units	\$35	\$56	\$186.50	\$2.50
4 to 15 units	\$41	\$81.50	\$163.50	\$2.50
16 or more units	\$87.50	\$175	\$350	\$2.50
Condo units	\$35	\$56	\$186.50	\$2.50

1. Using the correct table above, enter your annual building fee. 1. \$ _____
2. Number of additional units: 2. _____
(Enter 1 for a duplex, 2 for a triplex, and 3 for a fourplex, etc.)
3. Multiply number from line 2 by \$5 for each additional unit, or \$2.50 if applying in April, May, or June: 3. \$ _____
4. Total lines 1 and 3: 4. \$ _____
5. Administrative fee, if applicable: 5. \$ _____
6. Change of ownership fee, if applicable: 6. \$ _____
7. Conversion fee, if applicable: 7. \$ _____
8. Total lines 4-7: 8. \$ _____
This is the amount you owe.

Section 5 – Multi-unit Building Scheme

If your rental property is a multi-unit building, 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 ten 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, 1 BR, 2 BR, and 3 BR

Floor #		Floor #		Floor #	
Unit #	Unit Type	Unit #	Unit Type	Unit #	Unit Type

For Office Use Only:	RLIC #: _____ DATE REC'D: _____ DATE PROCESSED: _____ INIT: _____
	FEE: _____ TYPE: _____
Flags: CONV <input type="checkbox"/> CHOWN <input type="checkbox"/> FISINSP <input type="checkbox"/>	
rev. 9/16	

Important Rental License Information

- A rental license is required for any dwelling unit where the owner is not occupying the unit, even if no rent is paid or if the unit is occupied by a relative.
- The rental license year runs from September 1 to August 31 of the following year.
- Annual renewal notices are mailed out in late July, and payment is due by August 31.
- Licenses are not transferable.
- A [Who to Call poster \(pdf\)](#) must be posted in the property with the rental license certificate in a conspicuous location.
- 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.
- When selling a rental dwelling, the owner must notify the buyer in writing of all unresolved housing violation orders and administrative citations issued by the Department of Regulatory Services.
- Landlords are required by City ordinance to notify tenants or prospective tenants of pending mortgage foreclosure or cancellation of contract for deed involving the licensed property.

Submitting Your Application

By Mail

Mail the application with a check made out to Minneapolis Finance Department to:

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

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 - 4:00 PM, or Thursday 9:00 AM - 4:00 PM.

There are notaries on staff to notarize agent/contact signatures if needed.

Documents You May Need

Articles of Organization

If the property is owned by a business, the applicant will need to submit a copy of the Articles of Organization listing the owner of the business. The business owner's name, date of birth, and signature are required in Section 2 of the application. A rental license will not be issued to a business if the owner of record is the natural person who owns the business.

Proof of Ownership

A rental license can only be issued to the owner of record as identified by the Hennepin County Property Tax website (www16.co.hennepin.mn.us/pins/addrsrch.jsp). If you have purchased the property in the last four months, it is strongly recommended that you check the website above before submitting your application. If you or your business are not listed as the owner, you will need to submit a photocopy of one of the following documents with your application:

1. The closing disclosure statement
2. The recorded deed
3. The certificate of real estate value
4. The contract for deed, including the receipt showing that the deed has been recorded

Truth in Sale of Housing

New owners of single family homes or duplexes must complete all outstanding Truth in Sale of Housing (TISH) repairs and receive a Certificate of Completion or Certificate of Approval. If there are any unresolved repairs, the application will be rejected. You can find unresolved TISH repairs by searching for the property at minneapolismn.gov/propertyinfo.

Fee Information

Annual Fees

Minneapolis uses a tiered rental license billing structure. Use the matrixes on the application to calculate your annual fee. If you don't know your property's tier, please call 612.673.3000 or search for it online at minneapolismn.gov/propertyinfo. License fees are prorated by 50% from April 1 to June 30 of each year.

Administrative Fee

Properties occupied for more than 60 days without a license are subject to an administrative fee of \$250.00 for the first unit and \$20.00 for each additional unit. This is in addition to the annual fee and any applicable license fee.

Change of Ownership

This \$450.00 fee is due when a duplex, triplex, or fourplex changes ownership, regardless of when the property was last licensed. It applies to:

1. Single family dwellings that do not meet the conversion definition (see below)
2. All duplexes, triplexes, and fourplexes
3. Mixed-use commercial properties containing one to four units

Exceptions:

- Certificate of Occupancy (new construction) in the past three years
- Certificate of Code Compliance (condemnation, rehab) issued within the last 12 months
- Non-profit organizations (if they provide proof of this status)
- Properties that have received an approved license status within six months
- Properties that have had a previous Change of Ownership fee paid within six months
- Properties with an open rental license exemption
- Qualifying relative homestead single family dwellings

Conversion Fee

This \$1000.00 fee covers the initial inspection of a rental property and applies to the following:

1. Single family homes when the property was previously owner-occupied or has not been licensed for 12 months
2. Duplexes and triplexes with separate property ID numbers
3. Condominium, co-op, and townhouse units in buildings with one to five units whose units have separate property ID numbers and have not had a license in for 12 months

Exceptions:

- Certificate of Occupancy (new construction) in the past three years
- Certificate of Code Compliance (condemnation, rehab) issued within the last 12 months
- Non-profit organizations (if they provide proof of this status)
- Single family dwellings that have had a valid rental license in the 12 months
- Condominium, co-op, or townhouse buildings containing more than six units
- Qualifying relative homestead properties
- Mixed-use commercial properties (one to four units would be considered a change of ownership)

There is a reduction of \$250 if the owner or agent can present proof of attendance at a recognized rental property management course. Acceptable courses are listed at minneapolismn.gov/inspections/rental.

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**