

**Application Form**  
**RLIC**

**Housing Inspections Services  
Regulatory Services**  
250 South 4<sup>th</sup> Street – Room 300  
Minneapolis, MN 55415  
Office 612-673-3000 or 311  
Fax 612-673-3699  
TTY 612-673-2157  
[www.minneapolismn.gov/inspections](http://www.minneapolismn.gov/inspections)

*Office Use Only*

RLIC # \_\_\_\_\_

Amount \_\_\_\_\_

Flag(s) \_\_\_\_\_

CSR Initials \_\_\_\_\_ Date \_\_\_\_\_



**APPLICATION FOR A RENTAL DWELLING LICENSE**

**New Application**  **Update to Existing Application**  **Short-Term Rental**

**RENTAL PROPERTY ADDRESS (INCLUDE ADDRESS #, STREET NAME, & DIRECTIONAL), Apt/Unit#**

**OWNER (all fields required)**

when a property is owned by a corporation or LLC, an associated natural person must be listed in this section, and a copy of the Articles of Organization listing the shareholders of the corporation or LLC must be submitted with the application

**OWNER**

**CORPORATION OR LLC (if applicable)**

**DATE OF BIRTH**

**OWNER ADDRESS (cannot be PO Box or commercial mailing service)**

**CITY**

**STATE**

**ZIP**

**COUNTY**

**MOBILE 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.

**SIGNATURE** \_\_\_\_\_ **DATE** \_\_\_\_\_

**AGENT/CONTACT (if different from owner)**

a local agent or contact is required if the applicant resides outside 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 AGENT/CONTACT**

**DATE OF BIRTH**

**ADDRESS (cannot be PO Box or commercial mailing service)**

**CITY**

**STATE**

**ZIP**

**COUNTY**

**MOBILE PHONE**

**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** \_\_\_\_\_ **DATE** \_\_\_\_\_

Subscribed and sworn to before me on \_\_\_ of \_\_\_\_\_, 20\_\_.  
Notary Public, \_\_\_\_\_ County

Space Reserved for Notary Stamp

**LICENSE CATEGORIES**

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

<p align="center"><b>Conversion</b> <input type="checkbox"/></p> <p>Most new rental licenses are conversions. A \$1000 conversion fee applies to the following:</p> <ol style="list-style-type: none"> <li>1. Single family homes when the property was previously owner-occupied or has not been licensed for 12 months</li> <li>2. Duplexes and triplexes with separate property ID numbers</li> <li>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 for 12 months</li> </ol>	<p align="center"><b>Change of Ownership</b> <input type="checkbox"/></p> <p>When a duplex, triplex, or fourplex changes ownership, a \$450 change of ownership fee applies to the following:</p> <ol style="list-style-type: none"> <li>1. Single family dwellings that do not meet the conversion definition</li> <li>2. All duplexes, triplexes, and fourplexes</li> <li>3. Mixed-use commercial properties containing one to four units</li> </ol>	<p align="center"><b>Condominium</b> <input type="checkbox"/></p> <p>Condominium, co-op, or townhouse buildings containing six or more units on the same parcel are not subject to the conversion or change of ownership fee.</p>
		<p align="center"><b>Apartment</b> <input type="checkbox"/></p> <p>Rental buildings containing five or more units on the same parcel are not subject to the conversion or change of ownership fee.</p>

**STRUCTURE DETAIL**

Enter the total number of units at your property, and the total number of units covered by this rental license application, e.g. if you are renting out one unit in a duplex and living in the other unit, you would enter "2" and "1".

<b>Total Units:</b> _____	<b>Licensed Units:</b> _____
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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. If your building does not fit on this grid, 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 1		Floor 2		Floor 3	
Unit	Unit Type	Unit	Unit Type	Unit	Unit Type

## Calculating Your License Fees

Use the tables below to calculate your rental license fee. You can look up the property's tier online at [minneapolismn.gov/inspections/rental](http://minneapolismn.gov/inspections/rental).

	1-3 Units		4+ Units	
	Building Fee	Per Unit Fee	Building Fee	Per Unit Fee
<b>Tier 1</b>	\$80	\$30	\$140	\$10
<b>Tier 2</b>	\$185	\$60	\$320	\$20
<b>Tier 3</b>	\$305	\$160	\$605	\$80

**FEE CALCULATION**

1.	Number of units:	
2.	Multiply number of units by unit fee from above table:	
3.	Building fee:	
4.	\$250 administrative fee, if applicable:	
5.	\$450 change of ownership fee, if applicable:	
6.	\$1000 or \$750 (see next page) conversion fee, if applicable:	
	Total lines 2 through 6:	

## 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 March 2 to March 1 of the following year.
- Annual renewal notices are mailed out in late January and payment is due by March 1.
- 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.
- The property will be inspected pursuant to Minneapolis Code of Ordinances 244.130.

## 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.

## 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](http://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](http://minneapolismn.gov/propertyinfo).

## Fee Information

### Annual Fees

Minneapolis uses a tiered rental license billing structure. Use the grid 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](http://minneapolismn.gov/propertyinfo). Annual license fees are prorated by 50% for applications submitted between September 1 and December 31.

### 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. 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. It applies to:

1. Single family homes that don't meet the conversion definition (see below)
2. All duplexes, triplexes, and fourplexes
3. Mixed-use commercial properties with one to four units

Exceptions:

- Certificate of Occupancy issued within three years (new construction)
- Certificate of Code Compliance issued within 12 months (condemnation, rehab)
- Restoration Agreement completed within 12 months
- Non-profit organizations
- Qualifying relative homestead single family dwellings
- Properties granted a rental license exemption
- Properties that have had a rental license inspection within six months
- Properties where a Change of Ownership fee has been paid within six months

### 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 had 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 issued within three years (new construction)
- Certificate of Code Compliance issued within 12 months (condemnation, rehab)
- Restoration Agreement completed within 12 months
- Non-profit organizations
- Qualifying relative homestead single family dwellings
- Mixed-use commercial properties (one to four units would be considered a change of ownership)

There is a \$250 discount on the Conversion Fee available if the owner or agent can present proof of attendance in the last five years at a recognized rental property management course. Acceptable courses are listed at [minneapolismn.gov/inspections/rental/rpow](http://minneapolismn.gov/inspections/rental/rpow).

**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**

**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 4<sup>th</sup> 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 4<sup>th</sup> 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**