

**Application Form  
CONDO**

**Inspections Services  
Regulatory Services**  
505 4<sup>th</sup> Avenue South, Room 510A  
Minneapolis, MN 55415  
Office 612-673-3000 or 311  
TTY 612-673-2157  
[www.minneapolismn.gov/condo-registration](http://www.minneapolismn.gov/condo-registration)

*Office Use Only*

LIC # \_\_\_\_\_

Amount \$ \_\_\_\_\_

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

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



**CONDOMINIUM REGISTRATION APPLICATION**

New Application  Update to Existing Application

**SITE INFORMATION**

<b>MAIN SITE ADDRESS (where range addresses and/or townhomes exist, list the first address alphanumerically as the main site)</b>	
<b>PROPERTY NAME (if applicable)</b>	<b>TOTAL NUMBER OF UNITS</b>

**ASSOCIATION INFORMATION**

<b>ASSOCIATION PRIMARY CONTACT (a natural person must be listed in this section)</b>		<b>DATE OF BIRTH</b>	
<b>MAILING ADDRESS (cannot be PO box or commercial mailing service)</b>	<b>CITY</b>	<b>STATE</b>	<b>ZIP</b>
<b>PHONE</b>	<b>EMAIL</b>		
<b>ASSOCIATION ALTERNATE CONTACT</b>		<b>DATE OF BIRTH</b>	
<b>MAILING ADDRESS</b>	<b>CITY</b>	<b>STATE</b>	<b>ZIP</b>
<b>PHONE</b>	<b>EMAIL</b>		

**MANAGING AGENT/CONTACT (if different from association primary contact)**

a managing agent or contact must live no further than 60 miles driving distance from the property and/or inside the counties of Anoka, Carver, Chisago, Dakota, Goodhue, Hennepin, Isanti, Lesueur, Mcleod, Ramsey, Rice, Scott, Sherburne, Sibley, Washington, or Wright

<b>NAME OF MANAGEMENT COMPANY</b>			
<b>NAME OF AGENT/CONTACT (a natural person must be listed in this section)</b>			<b>DATE OF BIRTH</b>
<b>MAILING ADDRESS (cannot be PO Box or commercial mailing service)</b>	<b>CITY</b>	<b>STATE</b>	<b>ZIP</b>
<b>PHONE</b>	<b>EMAIL</b>		

**BUILDING SCHEME AND UNIT DETAIL INFORMATION (REQUIRED)**

Enter each unique structure address, as applicable, with its corresponding unit scheme. Identify any commercial type units within the condominium complex as a separate line. This information can be submitted as a separate document if it doesn't fit in the table below.

<b>Structure Address</b> (Example #1) 123 Main St NE	<b>Unit Type</b> Condominiums	<b># of Units</b> 40	<b>Unit Scheme</b> 101-108, 201-208, 301-308, 401-408, 501-508
<b>Structure Address</b> (Example #2) 4020 Alpha Street S	<b>Unit Type</b> Townhomes	<b># of Units</b> 4	<b>Unit Scheme</b> 4020A, 4020B, 4020C, 4020D
<b>Structure Address</b>	<b>Unit Type</b>	<b># of Units</b>	<b>Unit Scheme</b>

**FIRE PROTECTION STANDARDS**

If the building has fire suppression or fire alarm systems, they must be inspected annually for compliance with National Fire Protection Association standards.

<b>FIRE SUPPRESSION SYSTEM</b>	<b>FIRE ALARM SYSTEM</b>
Yes <input type="checkbox"/> No <input type="checkbox"/> Not Present <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/> Not Present <input type="checkbox"/>

**Condominium Registration Information**

- Registration of this condominium is required and must be renewed annually by filling out the required renewal form provided by the Department of Regulatory Services.
- The Condominium Registration Certificate must be posted conspicuously in a public corridor, hallway, or lobby of the condominium complex. If a public corridor, hallway, or lobby does not exist, the association shall provide dwelling unit owners with a copy of the registration certificate.
- 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 fourteen (14) days.
- All residential units within the condominium that are not occupied by the owner are to be considered rental property and must be licensed by the individual property owner(s) through the Department of Regulatory Services.
- All residential units within the condominium that are used as short-term rentals (e.g. Airbnb, VRBO, etc.) must be registered by the individual property owner(s) through the Department of Regulatory Services.
- Condominium complexes and their grounds are subject to periodic inspections by the Department of Regulatory Services.
- Upon request you are responsible for providing all known rental units in your building.
- If applicable, documentation of annual fire alarm/suppression system inspections must be maintained and available to the Department of Regulatory Services upon request.
- The contact listed on this application must be available by phone 24 hours a day at the phone number provided.

**Submitting This Application**

**In Person**

Applications may be submitted in person at the City of Minneapolis Service Center (located at the address at the front of this form) during the following hours: Monday to Thursday, 8:00 a.m. – 4:00 p.m. or Friday 9:00 a.m. – 4:00 p.m. City staff is available to answer questions if needed.

**By Mail**

You may also mail in the application. Make sure to include both sides of the application.

I certify that the information provided on this Condominium Registration Application is true and correct. I understand that I am required to notify the Department of Regulatory Services of any changes and submit those changes in writing. I affirm by my signature below that I comply with all condominium registration standards outlined in Minneapolis Code of Ordinances, Title 12, Chapter 244. 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 condominium property as controlled by the condominium association. 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 on this application.

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

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

**PRINT NAME** \_\_\_\_\_

**ASSOCIATION CONTACT**

**MANAGEMENT COMPANY CONTACT**