Application Form
RLIC

Minneapolis
City of Lakes

Inspections Services
Regulatory Services
505 South 4th Avenue, Room 510A
Minneapolis, MN 55415
Office 612-673-3000 or 311
TTY 612-673-2157
www.minneapolismn.gov/rental-licenses

Office Use Only

RLIC #_____

Amount _____

Flag(s)_____

CSR Initials _____ **Date**_____

APPLICATION FOR A RENTAL DWELLING LICENSE

New Application ☐ **Update to Existing Application** ☐

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

APPLICANT (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 OR SHAREHOLDER NATURAL NAME			
CORPORATION, LLC, OR ORGANIZATION (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.

OWNER SIGNATURE _____ **DATE** _____

AGENT/CONTACT (if different from owner)
a local agent or contact is <u>required</u> if the applicant lives further than 60 miles driving distance from the property and/or outside the counties 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.

AGENT/CONTACT SIGNATURE _____ **DATE** _____

NOTARY STAMP (required for agent/contact)

Subscribed and sworn to before me on ___ of _____, 20___. Notary Public, _____ County

_____

Space Reserved for Notary Stamp

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".

Total Units: _____	**Licensed Units: _____**

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

LICENSE CATEGORIES

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

Conversion ☐

Most new rental licenses are conversions. A $1000 conversion fee 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 for 12 months

Change of Ownership ☐

When a duplex, triplex, or fourplex changes ownership, regardless of when the property was last licensed, a $450 change of ownership fee applies to the following:

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

Condominium ☐

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.

Apartment ☐

Rental buildings containing five or more units on the same parcel are not subject to the conversion or change of ownership fee.

CALCULATING YOUR LICENSE FEES

Your fees will be calculated by an agent using the schedule below

License Fee (based on property condition tier)

	1-3 Unit Buildings		4+ Unit Buildings	
	Building Fee	Fee Per Unit	Building Fee	Fee Per Unit
Tier 1	$98	$41	$167	$12
Tier 2	$105	$75	$197	$29
Tier 3	$121	$190	$231	$98

Supplemental Fee (based on property management fee level)

	1-3 Unit Buildings	4+ Unit Buildings
Fee Level 1	$0	$0
Fee Level 2	$121	$347
Fee Level 3	$243	$578

FEE CALCULATION		
1.	Number of units:	
2.	License fee per unit from above table:	
3	Total license fee:	$ 0
4.	Building fee:	
5.	Supplemental fee, if applicable:	
6.	$250 administrative fee, if applicable:	
7.	$450 change of ownership fee, if applicable:	
8.	$1000 or $750 (see next page) conversion fee, if applicable:	
	Total lines 3 through 8:	$ 0

PAYMENT OPTIONS

☐ In person at the City of Minneapolis Service Center, Monday through Thursday, 8 a.m. to 4 p.m., and Friday, 9 a.m. to 4 p.m.:

Public Service Building
505 South 4th Avenue, Skyway Level
Minneapolis, MN 55415

☐ By mail, with a check payable to Minneapolis Finance Department, or the below credit or debit card information, mailed to:

Inspections Services
505 South 4th Avenue, Room 510A
Minneapolis, MN 55415

MasterCard or Visa only

Card Number _____

Expiration Date _____ CVV _____

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Rental License Application Supplemental Information

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.
- The property will be inspected pursuant to Minneapolis Code of Ordinances 244.130.
- Any changes to the names, addresses and other information about people on this application must be provided in writing to the Department of Regulatory Services within ten days.
- Know what to post and share with renters. Below are some examples. Find the full list of mandatory disclosures on our website.
    - A Who to Call poster must be posted in the property with the rental license certificate in a conspicuous location.
    - 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

In person

Applications may be submitted in person at the City of Minneapolis Service Center during the following hours: Monday to Thursday, 8 a.m. to 4 p.m., and Friday 9 a.m. - 4 p.m. City staff is available to answer questions and notarize agent/contact signatures if needed.

By mail

You may also mail in the application using the payment sheet on the last page. 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). 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

Smoke-free housing

The Minneapolis Health Department is gathering voluntary information about where smoke-free living is offered in the city. Responses do no alter the status of your rental license.

Will this rental property have a smoke-free policy that prohibits smoking anywhere indoors, including all units, without exception?

Yes ☐ No ☐ Thinking About It ☐

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Rental License Application Supplemental Information

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 look it up online at minneapolismn.gov/rental-licenses. License fees are prorated by 50% for applications submitted between Sept. 1 and Dec. 31.

Administrative fee

Properties occupied for more than 60 days without a license are subject to an administrative fee of $250.00. 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 dwellings 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 the 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 an approved 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 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 within 12 months

Exceptions:

- Certificate of Occupancy issued within three years (new construction)
- Certificate of Code Compliance issued within the 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)

An owner or agent can qualify for a $250 discount on the conversion fee by attending a recognized rental property management course. Acceptable courses are listed at minneapolismn.gov/rental-licenses.

For reasonable accommodations or alternative formats please contact 311 at 612-673-3000. People who are deaf or hard of hearing can use a relay service to call 311 at 612-673-3000. TTY users call 612-263-6850. Para asistencia, llame al 311. Rau kev pab 311. Hadii aad Caawimaad u baahantahay 311.