



### Rental Housing Registration Application

1. License Type: ☐ Long-Term Rental License ☐ Short-Term Rental License

2. Property Information:

Property Address \_\_\_\_\_

Complex Name (if applicable) \_\_\_\_\_

Property Identification Number (PID) \_\_\_\_\_

Property Type:

☐ Single Family ☐ Twin Home/Duplex ☐ Townhouse ☐ Condominium ☐ Apartment

3. Owner Information:

Owners Name \_\_\_\_\_

Business Name (If Applicable) \_\_\_\_\_

Owners Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Email Address: \_\_\_\_\_ Cell Phone \_\_\_\_\_

**Notice to owner.** Your signature hereby applies for a rental registration license and acknowledges receipt of the requirement expected to perform as described in the City Code; and attests the subject premises will be operated and maintained according to the requirements contained therein, subject to applicable sanctions and penalties. The owner further agrees the subject premises may be inspected by the building official.

➡ Owners Signature: \_\_\_\_\_ Date: \_\_\_\_\_

4. Person Responsible for Maintenance & Management of the Rental Property (If other than owner)

Name of Property Manager (Full Name) \_\_\_\_\_

Property Management Company (If Applicable) \_\_\_\_\_

Address: \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Email Address \_\_\_\_\_ Daytime Phone: \_\_\_\_\_ Cell: \_\_\_\_\_

**Notice to Property Manager.** Your signature on this form will make you responsible for the maintenance and management of this rental property. By signing you certify that all the above information is true and correct and understand that all mailings from the inspections division including the annual rental license billing statement will be mailed to the appointed agent/contact person unless the inspections division is notified of any changes.

➡ Property Manager Signature: \_\_\_\_\_ Date: \_\_\_\_\_

5. Tenant Register

The licensee shall maintain a current register of all tenants and other persons with a lawful right to occupy a dwelling unit and the corresponding floor number, unit number, and/or designation of such within the building. The licensee must designate the person who will have possession of the register and must promptly notify the Administrator, or his/her designee of any change to the identity, address, or telephone numbers of such persons. The register must be available for inspection by the Administrator, or his/her designee at all times.

Name, address, and telephone number of the individual responsible for maintaining a current register of tenants:

Name: \_\_\_\_\_ Address: \_\_\_\_\_ Phone: \_\_\_\_\_ Email: \_\_\_\_\_

6. Fees.

License Categories	Fee Schedule	
Type of Dwelling	Registration Fee	Inspection Fee
<input type="checkbox"/> Single Family Dwelling	\$50.00	\$70.00
<input type="checkbox"/> Twin Home / Duplex	\$50.00	\$70.00 per unit
<input type="checkbox"/> Townhouse	\$50.00	\$70.00 per unit
<input type="checkbox"/> Condominium	\$50.00	\$70.00 per unit
<input type="checkbox"/> Apartment 1-2 Units	\$50.00	\$70.00
<input type="checkbox"/> Apartment Complex 3-5 Units	\$100.00	\$25.00 per unit
<input type="checkbox"/> Apartment Complex 6+ Units	\$100.00	\$18.00 per unit

Structure Detail		
Enter the total number of units at your property and the total number of units covered by this rental license application. ( If you are renting out one unit in a duplex and live in the other unit, you would enter "2" and "1". )		
Number of 1 (One) Bedroom Units: _____	Number of 2 (Two) Bedroom Units: _____	Number of 3 (Three) Bedroom Units: _____
Total Units: _____		Licensed Units: _____

Fee Calculation		
1.	Number of Units:	_____
2.	Multiply the number of units by Inspection Fee from the Fee Schedule Table:	_____
3.	Registration Fee:	_____
4.	Add lines 2 and 3 =Fees Due Upon Application	_____

- ☐ Every Licensee shall promptly notify the City of Delano Rental Housing Division at 763-972-0550 of any changes in the names, addresses, and other information concerning the person listed in the last license renewal application filed with the City.
- ☐ In cases where the owner of a rental dwelling lives outside of the 11-county area (Hennepin, Anoka, Washington, Ramsey, Dakota, Scott, Carver, Wright, Sherburne, Isanti, or Chisago), the registration shall be made by an operator who shall be legally responsible for compliance with this and other ordinances and such operator shall live in the 11-county area. All information provided on this form is public under the State Data Practices Data Act.
- ☐ An inspection of your rental property is required as part of the licensing process. If you have questions about the City of Delano Rental Licensing and Inspection Program, please contact the City of Delano at 763-972-0550.

➡ Owners Signature: \_\_\_\_\_ Date: \_\_\_\_\_

*For Office Use Only:*

Received Application: \_\_\_\_\_

Amount Paid: \_\_\_\_\_

Date Paid: \_\_\_\_\_

Cash | Credit | Check: \_\_\_\_\_

License Number: \_\_\_\_\_

- ☐ Two Year License
- ☐ Four Year License