



## Rental Housing License Application

(ONE APPLICATION PER RENTAL PROPERTY)



<b>Rental Property Information</b>		
Site Address:		
Complex Name (if multi-family):		
<input type="checkbox"/> Single Family <input type="checkbox"/> Townhome <input type="checkbox"/> Twin Home <input type="checkbox"/> Duplex <input type="checkbox"/> Triplex <input type="checkbox"/> Fourplex <input type="checkbox"/> Apartment <input type="checkbox"/> Condo		
Total Number of Units:	Number of Paved, Off-Street Parking Spaces:	
<b>Property Owner Information</b>		
Owner:		
<input type="checkbox"/> Sole Proprietor/LLC <input type="checkbox"/> Corporation	Tax Identification Number (if multi-family):	
Name(s) of Partners/Corporate Officers:		
Mailing Address:		
Phone:	Cell Phone:	E-mail:
<b>Registered Agent</b> <i>(Required if the owner lives more than 50 miles from the rental property. The registered agent is authorized to act on behalf of the owner and lives or works within 50 miles of the rental property.)</i>		
Name of Registered Agent:		
Name of Company:		
Mailing Address:		
Phone:	Cell:	E-mail:
<b>Primary Contact</b>		
<input type="checkbox"/> Owner <input type="checkbox"/> Registered Agent		
Preferred Method of Contact: <input type="checkbox"/> Email <input type="checkbox"/> US Postal Mail		
<b>Rental Status</b>		
<input type="checkbox"/> New License <input type="checkbox"/> Transfer <input type="checkbox"/> Renewal <input type="checkbox"/> Licensed Facility (include license) <input type="checkbox"/> Sold – Owner/Occupied		
<b>Acknowledgements (please check all that are complete)</b>		
<input type="checkbox"/> I certify that I include crime free housing provisions in all leases (City Code Section 9-11-7) <input type="checkbox"/> I certify that I conducted background checks on all prospective tenants (City Code Section 9-11-7) <input type="checkbox"/> I certify that I maintain a register of occupancy for each unit (City Code Section 9-11-8) <input type="checkbox"/> I certify that all fees, real estate taxes, and municipal utilities are paid and current <input type="checkbox"/> I certify that no correction orders have been issued by another unit of government		

**Fees**

Single Family, Townhome, Condo - \$200.00 per unit

Buildings with 2 – 7 units - \$200.00 per building plus \$10.00 per unit

Multi-Family (8+ units) - \$200.00 per building plus \$10.00 per unit

Reinspection Fee (after initial inspection and one follow-up inspection) - \$100.00 per inspection

Point of Conversion Fee - \$750.00

**Note: One license per building address according to City Code**

**DATA PRIVACY NOTICE**

The data you have supplied on this form will be used to assess your qualifications for a rental license. You are not legally required to provide this data, but we will not be able to grant the license without it. If a license is granted, the data you have supplied will constitute a public record and copies may be issued to anyone requesting them. The required data allows us to distinguish you from other applicants; to identify you in our license files; to verify that you are the person who applied for the license; to contact you if additional information is required; and to determine if any conviction you may have on record might affect your suitability as a license holder. Your address and phone number listed is considered public data.

**CERTIFICATION**

I certify the information contained in this form is true to the best of my knowledge; that I have read and understand the conditions under which my rental license may be suspended or revoked according to [Chapter 11, Rental Housing Provisions of the City of Lauderdale City Code](#); and that the rental property being licensed complies with applicable codes and ordinances. I hereby agree to notify the City of Lauderdale within 30 days of any changes in ownership or type of occupancy.

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Printed Name

Signature

Date

Payment for your license is due upon receipt of the application. Checks are the preferred method of payment. Please make all checks payable to the *City of Lauderdale* and return the payment and application to Rum River Consultants at 23306 Cree Street NW, Suite 103, St. Francis, MN 55070. If you desire to pay by credit card, please contact the City of Lauderdale directly at 651-792-7650 and email the application to [rentals@rumrivercc.com](mailto:rentals@rumrivercc.com).