



City of New Hope
 Community Development
 4401 Xylon Avenue North
 New Hope MN 55428

Phone: 763-531-5110
 Fax: 763-531-5136
 www.ci.new-hope.mn.us

Do not write in this space
Date: _____
Received: _____
Receipt #: _____

APPLICATION FOR RENTAL REGISTRATION PERMIT

One- and two-unit rental dwellings

Date of submission: _____

RENTAL PROPERTY:

Unit type: (Please circle one) Single-Family Home Condo Townhome Duplex Housing with services

Complex Name (if applicable)	
Rental Address(es)	PID #

MAIN CONTACT PERSON: (Please circle one): Owner Manager Caretaker

Name	Home Phone	
	Cell	
Company	Email	
Address		
City	State	Zip

MN BUSINESS TAX ID FEIN SOCIAL SECURITY NO.

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PLEASE LIST ALL OWNERS: (Please circle one): Partnership Corporation Company Other: _____

Owner Name and Company	Address	City	State/Zip	Phone Cell

Please submit names and address of **all owners and officers** of the rental dwelling

(Owner - If different than main contact information above)

MN BUSINESS TAX ID FEIN SOCIAL SECURITY NO.

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Is there a property manager that is not listed above? ___ No ___ Yes (If Yes, please provide contact information below)

PROPERTY MANAGER:

Name	Home Phone	
	Cell Phone	
Company	Email	
Address	City	State Zip

<p>Owner: (this section requires completion by <u>one</u> owner only)</p> <p>The undersigned hereby applies for a rental registration permit and acknowledges receipt of requirements expected to perform as described in the City Ordinance Code book; and attests the subject premises will be operated and maintained according to the requirements contained therein, subject to applicable sanctions and penalties. The undersigned further agrees the subject premises may be inspected by the compliance official.</p> <p style="text-align: center;">_____</p> <p style="text-align: center;">Signature of Owner</p>	<p>Manager or Operator</p> <p><u>In cases where the owner of a rental dwelling does not reside in either Hennepin, Ramsey, Anoka, Carver, Dakota, Scott or Washington County</u>, the registration shall be made by an operator who shall be legally responsible for compliance with this and all other applicable ordinances and such operator shall reside within one of the aforementioned counties.</p> <p>Name: _____</p> <p>Address: _____</p> <p>Phone: _____</p> <p>SIGNATURE: _____</p>
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<u>DWELLINGS CONVERTED TO RENTAL REGISTRATION FEES:</u>	
First year annual registration is included in conversion fee	
Fee per rental unit:	\$ 750.00
Two-units:	\$1,500.00
TOTAL fee paid	\$_____

- **\$250.00 Rebate** provided property owner or owner's agent attends Minnesota Multi Housing Association class "The Fundamentals of Rental Property Management in Minnesota" and provides proof of attendance to the city within the previous six months or subsequent six months of the property's conversion to rental and there have been no reports of disorderly behavior per section 3-31(i) of the city code against any properties owned by the same property owner in the city within the previous 12 months. Classes conducted by MHA several times throughout the year. Check the website www.mmha.com or call 952-854-8500 for more information.
- **\$250.00 Rebate** if the property remains free of any disorderly behavior complaints for a period of 18 months after initial registration.

Payment method: (Please circle one): Cash Check Credit Card

Visa/MasterCard: _____ Expiration Date: ____/____ Name (print): _____ Signature: _____ Billing Address: _____

Please return this application via mail, fax, City Hall drop box, or in person to the Community Development department. After receipt of the fee and application, a Rental Registration Permit will be issued.