



City of New Hope Community Development

4401 Xylon Ave N • New Hope MN 55428 • Phone: 763-531-5110 • Fax: 763-531-5136 • newhopemn.gov

Rental Registration Application (single-family, condo, & duplexes)

Rental Property

Complex Name _____

Address(es) _____

PID _____

Single Family Condo Townhome Duplex Services

Owner *Social Security Number, Federal Tax or MN Business Tax ID required*

Name _____

Company _____

Address _____

Phone _____ Cell _____

E-mail _____ Social Security Number _____

Federal Tax ID _____ MN Business Tax ID _____

Additional Owner(s) *Include all owners and officers of rental dwelling*

Name _____

Company _____

Address _____

Phone _____ Cell _____

Partnership Corporation Company Other _____

Fee Schedule

First year annual registration is included in conversion fee

Per Rental Unit \$750

Two Units \$1,500

Payment Submitted by _____

Rebates *\$250 per rebate*

1. City code encourages small rental property owners (single-family homes, condos & duplexes) to obtain property management training by providing a \$250 rebate for landlords who complete a "Fundamentals of Rental Property Management in Minnesota" course within six months of the conversion. The course is available through the Minnesota Multi-Housing Association in Bloomington or RentEd online training offered by LSS Housing Services.

2. Property remains free of any disorderly behavior complaints for a period of 18 months after initial registration.

Notice to Owner *Completed by one owner only*

The undersigned hereby applies for a rental registration permit and acknowledges receipt of requirements excepted 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.

➡ Owner Signature _____ Date of Application _____

Notice to On-Site Property Manager

In cases where the owner of a rental dwelling does not reside in either Hennepin, Ramsey, Anoka, Carver, Dakota, Scott, or Washington County, 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.

➡ Property Manager Signature _____ Date of Application _____

Payment *Make checks payable to City of New Hope or complete information below*

Name (print) _____

Billing Address _____

Credit Card Account Number _____

Signature _____

Expiration Date _____

License # _____

Received Application _____

Received Payment _____

For Office Use

On-Site Property Manager *List property manager not listed as owner*

Name _____

Company _____

Address _____

Phone _____ Cell _____

E-mail _____

Name _____

Company _____

Address _____

Phone _____ Cell _____

Partnership Corporation Company Other _____

Fees

Fees Due Upon Application (9001.4531)	
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