



# CITY OF NEW HOPE COMMUNITY DEVELOPMENT

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

• newhopemn.gov • rentallicenses@newhopemn.gov

## RENTAL REGISTRATION APPLICATION (SINGLE-FAMILY, CONDOS, & DUPLEXES)

### PROCESS

- Social Security Number, Federal Tax or MN Business Tax ID is required for rental applications.
- The city of New Hope requires regular inspections for all rental properties within the city. Once the application has been processed city staff will contact the applicant to schedule the initial inspection.
- New Hope City Code allows no more than four unrelated renters at a single-family home that is not registered with the state of Minnesota as a group home.

License # \_\_\_\_\_

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

Received Payment \_\_\_\_\_

*For Office Use Only*

### PROPERTY INFORMATION

Complex Name: \_\_\_\_\_

Property Address(es): \_\_\_\_\_

☐ Single Family   ☐ Condo   ☐ Townhome   ☐ Duplex   ☐ Services

### PROPERTY OWNER INFORMATION

Property Owner(s): \_\_\_\_\_

Company Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Phone: \_\_\_\_\_ Cell: \_\_\_\_\_

Email: \_\_\_\_\_

Social Security Number: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Federal Tax ID: \_\_\_\_\_ MN Business Tax ID: \_\_\_\_\_

### ON-SITE PROPERTY MANAGER INFORMATION

Manager Name: \_\_\_\_\_

Company Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Phone: \_\_\_\_\_ Cell: \_\_\_\_\_

Email: \_\_\_\_\_

### NOTICE TO OWNER (COMPLETED BY OWNER ONLY)

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.

Property Owner Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### 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: \_\_\_\_\_



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### FEE SCHEDULE

First year annual registration is included in conversion fee.

Per Rental Unit \$800

Two Units \$1,600

**Fees Due Upon**

**Application** (9001.4531)

### REBATES

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

### LICENSING

The city of New Hope requires all residential rental properties to register with the city annually. The purpose of the Rental Registration Permit Program is to help maintain the quality of the rental housing stock in the city and protect the city's neighborhoods. Rental properties that are one to two units receive a one-year permit valid July 1 through the end of June. Once registered, rental property owners will be sent a renewal notice prior to the expiration of the registration permit. Rental property owners are responsible for contacting Community Development (763-531-5110) upon change of contact information, such as new address or new phone number.

### INSPECTIONS

Once every two years, the city will contact small rental property owners (single-family homes, condos and duplexes) by mail to schedule an inspection. The property owner is responsible for contacting all tenants to notify them of the inspection. At the time of inspection, the city inspector may identify required corrections or repairs. The owner must complete the required corrections and contact the city for a follow-up inspection within 15 days of the initial inspection.

### PAYMENT

- ☐ **Check** (Make payable to City of New Hope. Mail Attn: Inspections Department to 4401 Xylon Ave N, New Hope, MN 55428)
- ☐ **Credit Card** (Fill in information below)
  - Credit Card Number: \_\_\_\_\_ Expiration Date: \_\_\_\_\_
  - Billing Address: \_\_\_\_\_
  - Signature: \_\_\_\_\_ Name (Print): \_\_\_\_\_