



# Rental Dwelling License Application

3400 Plymouth Blvd • Plymouth, MN 55447  
 763-509-5430 • 763-509-5407 (fax)  
[www.plymouthmn.gov](http://www.plymouthmn.gov) • [inspections@plymouthmn.gov](mailto:inspections@plymouthmn.gov)

Adding Quality to Life

## PROPERTY INFORMATION

RENTAL PROPERTY ADDRESS \_\_\_\_\_

NAME OF COMPLEX (if multi-family property)	LIST ALL BUILDING ADDRESSES AT COMPLEX:
--	---

## OWNER INFORMATION

OWNERS NAME	OWNERS ADDRESS
-------------	----------------

BUSINESS NAME (if applicable)	CITY	STATE	ZIP
-------------------------------	------	-------	-----

EMAIL ADDRESS	CELL PHONE #	DAYTIME PHONE #
---------------	--------------	-----------------

OWNERS SIGNATURE	OWNERS NAME (PRINTED)	DATE:
------------------	-----------------------	-------

## PERSON RESPONSIBLE FOR MAINTENANCE & MANAGEMENT OF THE RENTAL PROPERTY (IF OTHER THAN OWNER)

NAME OF PROPERTY MANAGER (FULL NAME)	PROPERTY MANAGEMENT COMPANY (if applicable)
--------------------------------------	---

CELL PHONE #	DAYTIME PHONE #	ADDRESS	
--------------	-----------------	---------	--

EMAIL ADDRESS	CITY	STATE	ZIP
---------------	------	-------	-----

PROPERTY MANAGER SIGNATURE (if other than owner)	PROPERTY MANAGER NAME (PRINTED)	DATE
--	---------------------------------	------

**NOTICE:** Your signature on this form will make you responsible for the maintenance and management of this rental property. By signing you certify that all 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.

## 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, and 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 Chief of Police, or his/her designee of any change of the identity, address or telephone numbers of such persons. The register must be available for inspections by the Chief of Police, or his/her designee at all times.

Name, address and telephone number of individual responsible for maintaining current register of tenants: NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_ PHONE # \_\_\_\_\_ EMAIL: \_\_\_\_\_

## FEE SCHEDULE

Please include the applicable fee and Crime Free Multi Housing Certificate (if applicable) with your license application. See important information below.

- |  |   |
|--|---|
| Single Family Dwelling <input type="checkbox"/> \$160.00 (three year license)    | Townhouse <input type="checkbox"/> \$160 (three year license)   |
| Two Family Dwelling <input type="checkbox"/> \$240.00 (three year license)       | Four Family Dwelling <input type="checkbox"/> \$135.00 (annual license)   |
| Condominium Dwelling Unit <input type="checkbox"/> \$160.00 (three year license) | Multi-Family Dwelling <input type="checkbox"/> \$125.00 per complex plus \$7.00 per unit (5 or more units) (annual license) |

If the license application and fee are not received 60 days prior to the license expiration date, a penalty for the late payment will be assessed. Per Plymouth City Code Section 1010.03 subd. 2, any license application and fee which is submitted 1-14 days late will be assessed a 10% penalty. Any license application and fee submitted 15-30 days late will be assessed a 25% penalty. If the license application and fee is not received 30 days from the due date, the matter will be referred to the City Attorney's office for the operation of a rental dwelling without issuance of a required Rental Dwelling License.

Number of buildings \_\_\_\_\_ Number of rental units per building \_\_\_\_\_ Total number of rental units \_\_\_\_\_ **TOTAL FEE PAID \$** \_\_\_\_\_

(Payable to City of Plymouth)

## IMPORTANT INFORMATION

**\* Attention property owners or managers who own or operate more than one rental unit: Mandatory Crime Free Multi Housing (CFMH) training is required and must be completed before a rental license for a dwelling is renewed. For those who operate 5 or more rental units, training is required once every five years.**

\* Every Licensee shall promptly notify the City Inspection Division at 763-509-5430 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 any questions about the City of Plymouth's Rental Licensing and Inspection Program, please contact the City of Plymouth Inspection Division at 763-509-5430

## OFFICE USE ONLY

LICENSE PERIOD \_\_\_\_\_ to \_\_\_\_\_ PIN# \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ INSP SCHEDULED \_\_\_\_\_ DATE RECEIVED \_\_\_\_\_