



Rental License Application

PLEASE COMPLETE ENTIRE APPLICATION

(Every Rental License Expires October 31st)

For Office Use Only:

RLIC #: _____
RECEIVED BY: _____
AMNT PAID: _____
DATE: _____
RECEIPT #: _____

Section 1

Rental Property Address _____

- Check the applicable box »
- Duplex/Double Bungalow
 - One Unit Rented **\$57.50**
 - Both Units Rented **\$65**
 - Condominium **\$50**
 - Townhome **\$50**
 - Single Family Home **\$50**
 - Building w/3 or More Units **\$50/Building + \$7.50/Unit**

Section 2

Owner Information

Owner Name _____

Owner's Address _____

City _____ State & Zip Code _____

Phone _____ E-mail _____

Section 3 Person Responsible for Maintenance & Management of This Rental Property

Name of Property Manager _____

Address _____

City _____ State & Zip Code _____

Phone _____ E-mail _____

Section 4

I CERTIFY THAT THE ABOVE INFORMATION IS TRUE AND CORRECT. I UNDERSTAND MY SIGNATURE AS PROPERTY MANAGER WILL HOLD ME RESPONSIBLE FOR THE MAINTENANCE AND MANAGEMENT OF SAID RENTAL PROPERTY, INCLUDING LEGAL ACTION IF NECESSARY. ALL MAILINGS FROM THE INSPECTIONS DIVISION INCLUDING THE ANNUAL RENTAL LICENSE BILLING STATEMENT WILL BE MAILED TO THE APPOINTED AGENT/CONTACT PERSON UNLESS INSPECTIONS DIVISION IS NOTIFIED OF ANY CHANGES.

- I ATTEST THAT I HAVE CONDUCTED CRIMINAL BACKGROUND CHECKS ON ALL PROSPECTIVE TENANTS FOR THE PROPERTY TO WHICH THIS LICENSE APPLIES.
- I ATTEST THAT I HAVE HAD EACH OF THE TENANTS LISTED ON THE LEASE FOR THE PROPERTY TO WHICH THIS LICENSE APPLIES SIGN THE CITY OF HOPKINS' CRIME FREE/DRUG FREE LEASE ADDENDUM.

Signature of Owner

Date

Signature of Property Manager
(if other than owner)

Date

Section 5**Rental License Fees (Rental Year Runs Nov 1st – Oct 31st)**

Duplexes & Double Bungalows	\$57.50 - One unit rented, <u>or intending to be rented</u> , during the rental license period \$65.00 - Both units rented, <u>or intending to be rented</u> , during the rental license period
Condominiums	\$50.00
Townhomes	\$50.00
Single Family Homes	\$50.00
Buildings w/3 or more units	\$50.00/Building + \$7.50/Unit

Section 6

The City of Hopkins mails HAMA (Hopkins Apartment Managers' Association) Agendas every other month to ALL rental property owners and/or managers. In an effort to reduce costs and use less paper, we would like to send these via email to the address you have provided on this application.

Please mark one of the following boxes if you:

- Would like to receive the agendas via email
- Would like to continue receiving paper copies in the mail
- Wish to be removed from the HAMA Agenda mailing list altogether

If you have not attended a HAMA Meeting, but would like to know more, please refer to information on our website at: www.hopkinsmn.com

Section 7**Important Information**

- No license shall be assignable. If any changes occur in ownership then units must be re-licensed.
- If changes in management or partnership occur you must contact our office with the updated information.
- A fee will be assessed per City Council Resolution.
- Please make necessary changes for accuracy of the information listed above for your property.
- Payments received more than 30 days late will be doubled.
- Rental units may not be occupied without a rental license.
- Administrative citations starting at \$500 may be issued for non-payment.

Section 8**DID YOU REMEMBER:**

- ___ Check both boxes in Section 4
- ___ Owner or Manager/Contact person have signed the application
- ___ Correct payment submitted (please see Section 1 or 5 for the correct payment due)
- ___ Check is payable to City of Hopkins
- ___ Mail to or drop off at:

**City of Hopkins
Rental Licensing
1010 1st St S
Hopkins, MN 55343**