



**For Office Use Only**

RLIC# \_\_\_\_\_

Received By \_\_\_\_\_

Amount Paid \_\_\_\_\_

Date \_\_\_\_\_

Receipt # \_\_\_\_\_

# Rental License Application

Rental licenses expire annually on October 31. *Please complete entire application.*

## 1. Property Information

Rental Property Address \_\_\_\_\_

Apartment Complex Name (optional) \_\_\_\_\_

**Type of rental (mark applicable circle):**

Duplex/Double Bungalow:  
One Unit Rented — \$85

Condominium — \$75

Building w/3 or more units —  
\$75/building + \$10/unit

Townhome — \$75

Duplex/Double Bungalow:  
Both Units Rented — \$95

Single Family Home — \$75

## 2. Owner Information

Name of Owner(s) \_\_\_\_\_

Owner's Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ ZIP \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

*I agree to paperless electronic delivery of rental license renewals, inspections and other rental property related correspondence to the email address listed on this form.*

## 3. Manager Information (or person responsible within 50 miles of rental property)

Name of Property Manager \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ ZIP \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

Name of person/management company to receive inspection billing \_\_\_\_\_

*I agree to paperless electronic delivery of rental license renewals, inspections and other rental property related correspondence to the email address listed on this form.*

## 4. Regional Manager Information (if applicable)

Name of Regional Property Manager \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ ZIP \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

Name of person/management company to receive inspection billing \_\_\_\_\_

*I agree to paperless electronic delivery of rental license renewals, inspections and other rental property related correspondence to the email address listed on this form.*



## Signature

**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 the Inspections Division is notified of any changes.**

*I attest that I have (or will do so once prospective tenants are found) conducted criminal background checks on all prospective tenants for the property to which this license applies. **REQUIRED***

*I attest that I have had (or will have if there are no current tenants) 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. **REQUIRED***

**X Signature of Owner** \_\_\_\_\_ **Date** \_\_\_\_\_

**X Signature of Property Manager** \_\_\_\_\_ **Date** \_\_\_\_\_  
*(If different than owner)*

## Rental License Fees (Rental year runs Nov. 1–Oct. 31)

Duplexes and Double Bungalows:

One unit rented, or intending to be rented during the rental license period..... \$85

Both units rented, or intending to be rented, during the rental license period..... \$95

Condominiums .....\$75

Townhomes.....\$75

Single Family Homes.....\$75

Buildings with 3 or more units ..... \$75/building + \$10/unit

## Hopkins Apartment Managers' Association (HAMA)

From time to time, you will receive emails (if you have provided an email address) or a mailing about meeting agendas or information related to the business of owning rental properties in Hopkins. To opt out of emails or mailers, email Courtney Pearsall at [cpearsall@hopkinsmn.com](mailto:cpearsall@hopkinsmn.com).

## Please Note:

- A fee will be assessed per City Council Resolution.
- **Rental units may not be occupied without a rental license. A rental inspection is required.**
- Please make necessary changes for accuracy of the information listed on this application for your property.
- If changes in management or partnership occur you must contact our office with the updated information.
- No license shall be assignable. **If any changes occur in ownership, units must be re-licensed.**
- **Payments received more than 30 days late will be doubled.**
- **Administrative citations starting at \$500 may be issued for non-payment.**
- **GOVERNMENT DATA PRACTICES - TENNESSEN WARNING:** The data you supply on this form will be used to process the license you are applying for. You are not legally required to provide this data, but we will not be able to process the license without it. The data will constitute a public record if and when the license is granted as such will be available to the general public upon written request. (MN Law M.S.13.41)

## Did you remember?

*Both boxes above your signature are checked.*

*Correct payment is submitted.*

*Owner or Manager/Contact person have signed the application.*

*Check is payable to City of Hopkins.*

**Mail to or drop off at:** City of Hopkins – Rental Licensing, 1010 1st Street S, Hopkins, MN 55343