

**CITY OF FRIDLEY  
RENTAL PROPERTY INSPECTION DIVISION  
FIRE DEPARTMENT  
6431 University Avenue, N.E.  
Fridley, MN 55432  
Office (763) 572-3616 Fax (763) 502-4982**

**APPLICATION FOR RESIDENTIAL RENTAL PROPERTY LICENSE**

**DATA PRIVACY NOTICE:** The data you supply on this form will be used to assess your qualifications for the license. You are not legally required to provide this data, but we will not be able to grant the license without it. If a license is granted, the data you have supplied will constitute a public record and copies may be issued to anyone requesting them. The required data allows us to distinguish you from other applicants; to identify you in our license files; to verify that you are the person who applied for the license; to contact you if any additional information is required; to determine whether you meet any minimum age requirements; and to determine if any conviction you may have on record might affect your suitability as a license holder. Your residence address and telephone will be considered public data unless you request this information to be private and provide an alternative address and telephone number (see below).

**PLEASE SIGN TO INDICATE YOU HAVE READ THIS NOTICE:**

Signature \_\_\_\_\_

Please use this address as my public address if different from address located in PROPERTY OWNER INFORMATION (Section B). I understand this will be the address used for any requests for lists such as list of property owners in the City of Fridley. Otherwise if no separate address is listed in this section, the address listed in the PROPERTY OWNER INFORMATION (Section B) will then be considered a public address.

Business Name \_\_\_\_\_

Address \_\_\_\_\_

City, State, Zip \_\_\_\_\_ Telephone Number \_\_\_\_\_

**PROPERTY INFORMATION AND DESCRIPTION (Section A)**

Property Address: \_\_\_\_\_ Number of Rental Units: \_\_\_\_\_

Number of rental units having: 1 BR: \_\_\_\_\_ 2 BR: \_\_\_\_\_ 3 BR: \_\_\_\_\_ 4 BR: \_\_\_\_\_ Other: \_\_\_\_\_

Total number of paved off street parking spaces: \_\_\_\_\_

Please specify number and whether outside, enclosed or designated as Handicapped

**PROPERTY OWNER INFORMATION (Section B)**

Current Owner MUST Be Listed

MUST be a Physical Address – NO P.O. Boxes

Addresses are Public Information unless an alternate address is given (Box at top of page)

Fill in the name and address of the licensee. \* indicates REQUIRED information.

Owner is: ( ) Sole Proprietor ( ) Partnership ( ) Corporation

\*Owner's Name: \_\_\_\_\_ \*DOB \_\_\_\_\_ \*Phone # \_\_\_\_\_

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

\*City, State & Zip Code: \_\_\_\_\_

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

**NOTE:** If licensee is a Partnership, Corporation, Management Co. or LLC this section must be completed.

Partner / Officer Name #1: \_\_\_\_\_ DOB \_\_\_\_\_ Phone # \_\_\_\_\_

Partner / Officer Name #2: \_\_\_\_\_ DOB \_\_\_\_\_ Phone # \_\_\_\_\_

**BUILDING MANAGER, CARETAKER OR AGENT (Section C)**

\*Name & Title: \_\_\_\_\_ \*Phone #: \_\_\_\_\_

\*Business Address: \_\_\_\_\_

\*City, State & Zip Code: \_\_\_\_\_

Please complete and sign back portion of this application

**CONTACT for EMERGENCY REPAIRS (Section D)**

**MUST Be Provided**

(A person who is authorized to initiate emergency repairs)  
(Designated by owner as responsible for property maintenance - May be a resident)

\*Name: \_\_\_\_\_ Rental Unit Number: \_\_\_\_\_

\*Telephone Number: \_\_\_\_\_ Hours available at this phone number: From \_\_\_\_\_ to \_\_\_\_\_

**MORTGAGE COMPANY or LENDER INFORMATION (Section E)**

If property was purchased on a Contract for Deed, please include Vendee information.

\*Mortgage Company, Lender or Vendee: \_\_\_\_\_

\*Business Address: \_\_\_\_\_

\*City, State & Zip Code: \_\_\_\_\_

\*Telephone Number: \_\_\_\_\_

**TENANT COMPLAINT PROCEDURE**

(Attach a description on separate paper of the process used for receipt and resolution of tenant complaints and inquiries)

**RECYCLING SERVICES REQUIRED FOR BLDGS WITH MORE THAN 12 RENTAL UNITS**

City of Fridley Code Chapter 220, Residential Rental Property Maintenance and Licensing Code, requires owners of buildings with more than twelve (12) rental dwelling units to contract for recycling services (Section 220.09).

**LICENSE FEE and LATE PAYMENT PENALTY SCHEDULE (Section F)**

\*License Fee Due \$ \_\_\_\_\_

The License Fees Due are determined from the following schedule:

1 Rental Unit	\$ 100.00	2 Rental Units	\$ 150.00
3 Rental Units	\$ 210.00	4 Rental Units	\$ 270.00
Over 4 Rental Units	\$ 270.00 plus \$ 12.00 for each unit over 4 rental units		

Penalties for late payment of all license fees are prescribed by Fridley City Code Section 11.11, to-wit: "The penalty for late payment of all license fees as shown in Section 11.10 of the City Code shall be 25% of the amount of the fee if received from 1 to 7 days late. If the payment is received more than 7 days after it is due, the penalty shall be 50% of the fee."

**CERTIFICATION**

TO THE CITY COUNCIL OF FRIDLEY, MINNESOTA: The undersigned hereby makes application for a residential rental property license in accordance with Fridley City Code Chapter 220.

Il hereby certify, I have reviewed each part of my application carefully and made each statement and representation therein, and answered each question therein, fully and frankly and without concealment or reservation. Such questions and answers are, within my personal knowledge, true and complete.

\*Printed Name \_\_\_\_\_

\*Signature \_\_\_\_\_ \*Date \_\_\_\_\_

**\*\*This application will not be processed without all required fees and information.**