



**For Office Use Only**

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

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

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

Date \_\_\_\_\_

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

# Rental License Application

Rental licenses expire annually on December 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 – \$110

Condominium – \$100

Apartment Building w/3 or more  
units – \$100/building + \$10/unit

Townhome – \$100

Duplex/Double Bungalow:  
Both Units Rented – \$120

Single Family Home – \$100

## 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.*



### 5. Multi-Family Affordable Housing (*REQUIRED for all buildings with 3 or more units*)

City Code (Part II, Chapter 20, Division 6) requires a tenant protection period following the sale of an affordable rental housing building with 3 or more units. **In order to determine if the policy is applicable to your property, current building owners are responsible for reporting the number of affordable units in their building.**

| 2023 Affordable Rental Housing Rates (60% AMI)<br>(defined annually by U.S. Department of Housing and Urban Development) |                  |
|--|------------------|
| Number of Bedrooms   | Rent at or Below |
| Studio   | \$1,304          |
| 1 Bedroom  | \$1,398          |
| 2 Bedroom  | \$1,676          |
| 3 Bedroom  | \$1,938          |
| 4 Bedroom  | \$2,161          |

The above numbers are based on data for the Minneapolis-St Paul region defined annually by the U.S. Department of Housing and Urban Development. The numbers are not representative of the specific rental market in Hopkins. Rental managers are encouraged to do research on market conditions before changing rental prices.

Total number of units in building(s) \_\_\_\_\_ Number of affordable units \_\_\_\_\_

Number of units rented at or below the rent amount in the table above \_\_\_\_\_. If none, please enter "0".

For additional information, visit our website at [www.hopkinsmn.com/1063/Tenant-Protection-Ordinance](http://www.hopkinsmn.com/1063/Tenant-Protection-Ordinance).

### 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 a 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 Jan. 1–Dec. 31)

Duplexes and Double Bungalows:

- One unit rented, or intending to be rented during the rental license period..... \$110
- Both units rented, or intending to be rented, during the rental license period..... \$120
- Condominiums ..... \$100
- Townhomes..... \$100
- Single Family Homes..... \$100
- Buildings with 3 or more units ..... \$100/building + \$10/unit

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## 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 in or out of HAMA communications, visit our website at [www.hopkinsmn.com/list.aspx](http://www.hopkinsmn.com/list.aspx). You can also unsubscribe from HAMA emails by selecting the "Unsubscribe" link at the bottom of the email.

### 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.**
- Changes in management or partnership require an Amended Rental License application at no cost. Contact our office or visit our website at [www.hopkinsmn.com/682/Rental-License](http://www.hopkinsmn.com/682/Rental-License).
- 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.*

*Section 5 must be completed if your building(s) has 3 or more units.*

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