

RENTAL DWELLING LICENSE APPLICATION

The use of this application is to either begin the process of licensing a property that is not currently a rental property, or to change the property owner of record on an existing licensed rental property which will continue as a licensed rental property. **This application should not be used for the “renewal” of an existing rental property.**

- ✓ Rental Licenses are non-transferable between owners
- ✓ Rental Licenses are renewed biennial (every 2 years).

Enclosed you will find:

- **The Rental License Application:** The OWNER of the property is required to fill out ALL the information and sign the application. Out of town owners are required to have a local agent or property manager. Payment can be made by check or credit card. Credit card page is included. *Please submit this application to Robbinsdale City Hall along with payment. Please note that checks/credit cards may not be processed the same day that application is submitted.*
- **Rental License Fees:** Enclosed is the fee schedule that explains all regular and prorated fees.
- **Rental Inspection Requirements:** These are the items that the Housing Inspector will look for when inspecting the property. Inspections occur on a biennial (every 2 years) basis. All rental properties are required to pass the rental inspection of the property in order to maintain the rental license. Please schedule this inspection as soon as you can.
 - NEW conversion inspections (property changing to rental status) must pass before tenants move in.
 - Existing Rentals with new owners must complete a “new owner walk-thru” inspection with the Housing Inspector. The biennial inspection schedule will stay the same.
 - All deficiencies from inspections need to be corrected within 30 days and re-inspected.

All rental property owners or agents are required to attend the mandatory **Rental Orientation Class** that is offered quarterly. You must attend this class within 6 months of application.

Please read all information carefully. Should you have any questions or concerns regarding fees, inspections or new ownership of a property please contact the number or one of the email addresses below.

Jane Yang
Community Development
Administrative Assistant
763-531-1267
jyang@robbinsdalemn.gov

Community Development Department – Rental Licensing Division
4100 Lakeview Ave N, Robbinsdale, MN, 55422
Phone: 763-531-1267
Fax: 763-531-1200
roce@robbinsdalemn.gov

The use of this application is to either begin the process of licensing a property that is not currently a rental property, or to change the property owner of record on an existing licensed rental property which will continue as a licensed rental property. The information supplied on this form will be used to process the license application. You are not legally required to provide this information however the license cannot be processed without it. The information provided will constitute a public record and as such will be available to the general public upon written request. We ask for this information to 1) identify you in our rental license files as the owner of the property, 2) to enable us to verify that you are the property owner appropriate, and 3) to enable us to contact you in the event of an emergency.



2025-2026 RENTAL LICENSE

FOR OFFICE USE ONLY:

New Conversion/Existing License Fee\$ _____ + Fire Insp. fee(if applicable)\$ _____ = Total \$ _____
 # Months _____ From _____ Through _____ Rental Orientation Y / N Date: _____
 Utilities: Current Yes/No Owed:\$ _____ Property Taxes: Current Yes/No Owed:\$ _____
 Payment Received: Yes/No Payment Type: Cash CC Check

PROPERTY INFORMATION

New Rental (\$750) Existing Rental with New Owner (\$500) Rental use: Group Home Air BNB

RENTAL PROPERTY ADDRESS:

OWNER INFORMATION

OWNERS NAME:		OWNERS PRIMARY ADDRESS:	
BUSINESS NAME (if applicable):		CITY:	STATE: ZIP:
EMAIL ADDRESS:		CELL PHONE #:	DAYTIME PHONE #:

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:

NOTICE: An Agent or Property Manager is required if the owner does not reside in the State of Minnesota or in any one of the following eight counties: Hennepin, Ramsey, Anoka, Carver, Dakota, Scott, Washington, or Wright. Any changes to this information must be submitted to the city within 10 days.

EMERGENCY CONTACT

Other than property owner or agent – name and phone # other than owner

EMERGENCY CONTACT NAME (FULL NAME):	PHONE #:
EMERGENCY CONTACT NAME (FULL NAME):	PHONE #:

FEE SCHEDULE

Anticipated date the property will be rented: _____ Date of closing (if purchasing existing rental): _____

- | | |
|---|--|
| <input type="checkbox"/> Duplex (one side owner occupied) \$125.00 | <input type="checkbox"/> Single Family Dwelling \$125.00 |
| <input type="checkbox"/> Duplex (2 sides rentals) \$225.00 | <input type="checkbox"/> 3 Unit Dwelling (see prorated page for breakdown) |
| <input type="checkbox"/> 4 Units or more | <input type="checkbox"/> Apartment Complex - # of Units: |

AGREEMENT

I/WE HEREBY UNDERSTAND AND AGREE THAT THIS RENTAL LICENSE WILL NOT BE ISSUED WITH UNPAID UTILITIES OR PRIOR YEAR'S TAXES OWED.

I/WE HEREBY UNDERSTAND AND AGREE TO PERMIT ACCESS AND ALLOW FOR THE INSPECTIONS, AND/OR REINSPECTIONS, OF THE BUILDING(S) AND PREMISES UNDER MY/OUR CONTROL AS REQUIRED FOR LICENSURE AS STIPULATED BY THE ROBBINSDALE PROPERTY MAINTENANCE CODE (PMC).

I/WE HEREBY UNDERSTAND AND AGREE BY ENACTING AND UNDERTAKING TO ENFORCE THE RENTAL LICENSING PROCEDURE THAT NEITHER THE CITY, ITS COUNCIL, OR AGENT OF EMPLOYEES CAN WARRANT OR GUARANTEE THE SAFETY, FITNESS, OR SUITABILITY OF ANY DWELLING IN THE CITY, AND ANY REPRESENTATION TO THE CONTRARY BY ANY PERSON(S) IS A MISDEMEANOR. OWNERS OR OCCUPANTS SHOULD TAKE WHATEVER STEPS THEY DEEM APPROPRIATE TO PROTECT THEIR INTERESTS, HEALTH, SAFETY, AND WELFARE.

I/WE HEREBY UNDERSTAND AND AGREE THAT THE INFORMATION SUPPLIED WITHIN IS FREELY GIVEN, IS TRUE AND ACCURATE IN ALL RESPECTS TO THE BEST OF MY/OUR KNOWLEDGE. THE INFORMATION SUPPLIED ON THIS FORM WILL BE USED TO PROCESS THE LICENSE APPLICATION. YOU ARE NOT LEGALLY REQUIRED TO PROVIDE THIS INFORMATION HOWEVER THE LICENSE CANNOT BE PROCSSSED WITHOUT IT. THE INFORMATION PROVIDED WILL CONSTITUTE A PUBLIC RECORD AND AS SUCH WILL BE AVAILABLE TO THE GENERAL PUBLIC UPON WRITTEN REQUEST.

I/WE HEREBY MAKE APPLICATION FOR A RENTAL LICENSE WITHIN THE CITY OF ROBBINSDALE:

Owner Signature

Date

Additional Owner Signature OR Agent (if authorized to represent owner)

Date

Rental Inspection & Re-Inspection Requirements:

A City inspection is required on the rental property *before* the property can be occupied or a rental license issued. To schedule an inspection, please call 763-531-1267. It is the cities expectation is that all deficiencies will be corrected within 30 days of initial or biennial inspection (every 2 years). The Rental Dwelling License will *not* be issued if there are unpaid utilities, and/or prior year's property taxes owed, and/or the rental dwelling and its premises do not conform to the ordinances of the City of Robbinsdale and the State of Minnesota. Corrections required for the occupant's safety must be completed *before* the license will be issued and *before* the rental dwelling is occupied.

Renting without a license is a Level V code violation - \$400 Citation.

RENTAL LICENSE APPLICATION FEES:

FEES: Fees are determined by resolution of the Robbinsdale City Council. According to City Ordinance 425.31; the license application and fee(s) are required *before* the license can be processed. All rental licenses expire at the end of a *calendar* year, either an odd or an even year. Biennial license fees are prorated throughout the 2-year (24 month) licensing cycle. However, the “New Rental Conversion Fee” or the “Change in Ownership” is *not* prorated. If you are unsure of the license fee or have further questions, please call 763-531-1267 or 763-531-1261 before submitting this application. Checks received with the incorrect fee amount delays your application process.

PRORATED FEE SCHEDULE FOR; Single Family Dwellings <i>or</i> 2-Unit Dwellings With One Unit Occupied by the Property Owner <i>or</i> 3-Unit Dwellings With Two Units Occupied by the Property Owners		PRORATED FEE SCHEDULE FOR; 2-Unit Dwellings That are Non-Owner Occupied <i>or</i> 3-Unit Dwellings With One Unit Occupied by the Property Owner	
Number of Months	License Fee	Number of Months	License Fee
24 months = Jan 2025 thru Dec 2026	125.00	24 months = Jan 2025 thru Dec 2026	225.00
23 months = Feb 2025 thru Dec 2026	119.79	23 months = Feb 2025 thru Dec 2026	215.62
22 months = Mar 2025 thru Dec 2026	114.58	22 months = Mar 2025 thru Dec 2026	206.25
21 months = Apr 2025 thru Dec 2026	109.37	21 months = Apr 2025 thru Dec 2026	196.88
20 months = May 2025 thru Dec 2026	104.17	20 months = May 2025 thru Dec 2026	187.50
19 months = Jun 2025 thru Dec 2026	98.96	19 months = Jun 2025 thru Dec 2026	178.12
18 months = Jul 2025 thru Dec 2026	93.75	18 months = Jul 2025 thru Dec 2026	168.75
17 months = Aug 2025 thru Dec 2026	88.54	17 months = Aug 2025 thru Dec 2026	159.38
16 months = Sep 2025 thru Dec 2026	83.33	16 months = Sep 2025 thru Dec 2026	150.00
15 months = Oct 2025 thru Dec 2026	78.12	15 months = Oct 2025 thru Dec 2026	140.62
14 months = Nov 2025 thru Dec 2026	72.92	14 months = Nov 2025 thru Dec 2026	131.25
13 months = Dec 2025 thru Dec 2026	67.71	13 months = Dec 2025 thru Dec 2026	121.88

IN ADDITION TO THE PRORATED RENTAL LICENSE FEE THE FOLLOWING FEE ALSO APPLIES:

Initial Inspection / Conversion Fee for a *New* Rental Dwelling..... **\$750** (one-time fee)
 Change in Ownership Fee for an *Existing* Rental Dwelling..... **\$500** (one-time fee)

Rental License Renewal Fees are for a full 2-Years (Biennial) and based on calendar years as follows: Single Family Dwelling..... \$125 3-Unit Dwelling (2-Units Owner Occupied)\$125
 2-Unit Dwelling (1-Unit Owner Occupied).....\$125 3-Unit Dwelling (1-Unit Owner Occupied).....\$225
 2-Unit Dwelling (Non-Owner Occupied).....\$225 3-Unit Dwelling (Non-Owner Occupied)..... \$300
 4-Units or more Call for Fee

SUBMITTING THE APPLICATION:

To submit your renewal application, please use one of the following methods:

1. **Email:** Send your completed application to jyang@robbinsdalemn.gov.
2. **Fax:** Fax the application to 763-531-1200.
3. **In-Person Drop-Off:** Deliver the application in person to Robbinsdale City Hall.
4. **Drop Boxes:** Place the application in one of our drop boxes located at the edge of our parking lot.
5. **Mail:** Send the application by mail to:

City of Robbinsdale

C/O Rental Renewal

4100 Lakeview Ave N

Robbinsdale, MN 55422

Payment Methods:

You can pay your renewal application fee using one of the following methods:

- **Check:** Make payable to City of Robbinsdale.
- **Cash:** Accepted in person at Robbinsdale City Hall.
- **Credit Card:** We accept VISA, MasterCard, American Express, and Discover.

Credit Card Payments:

- **Do not** write your credit card number directly on the license application.
- Please use the “**Credit Card Information**” form attached to the Renewal Application for credit card payments.
- There is no additional fee for using a credit card

If the status of your rental property has changed, or you have sold this property, please provide the information below and simply mail or email this sheet only to, jyang@robbinsdalemn.gov or roce@robbinsdalemn.gov.

Please fill out and return this sheet - only if you ARE NOT renewing your Rental License.

Address: _____, Robbinsdale

I/We sold the property, closing date is/was _____

New owner(s) name(s) _____

New owner(s) intend to keep property as rental: Yes ___ No ___ Don't Know ___

We will discontinue Rental License because we now live on property ___ As of (date) _____

Signature(s): _____ Date: _____

The Rental Housing Inspection commonly includes the following items:

Interior Rooms

- **Smoke and Carbon Monoxide Detectors are in the right places and are functioning properly.**
- **Condition of stairways, hand and guardrails including height and spacing. Lighting over stairs. Provide proper handrail and guardrails.**
- General condition of the floors, walls and ceilings.
- Heating system, heat distribution. General level of maintenance.
- Water heater, water heater venting, general condition, water pipes and drain lines, leaks, improper repairs, proper venting and general condition of plumbing fixtures.
- Gas fired appliances, their flues and gas lines including yard grills.
- Open gas lines and proper shutoffs.
- Dryer exhaust venting and condition.
- Electrical panel, grounding of system, improper branch wiring, condition and grounding of electrical devices, cover plates.
- General conditions of habitable rooms and proper room sizes. Electrical cover plates, excessive rubbish or storage preventing normal room maintenance. Required heat source for all habitable rooms.
- Compliance with occupancy standards (overcrowding, excessive fire load).
- Kitchen conditions including sanitation, food prep surfaces, range, microwave, refrigerator, walls, cabinets, appliances and floor.
- Bathroom conditions including sanitation, leaks and fixture condition, ventilation, walls and floor.
- Level of attic insulation, if accessible.
- Window operation. Painted shut, broken sash ropes, drop hard, sash locks, clear openings in sleeping rooms (egress windows) etc.
- Storm doors (if present) and condition, missing parts, damage, deadbolts at main entry doors. Patio door locks.

Exterior / Grounds

All exterior surfaces, including but not limited to, siding, roofs, foundations, doors, door and window frames, cornices, porches, trim/fascia, balconies, decks, fences and accessory structures must be maintained in good condition and be structurally sound so as not to pose a threat to health, safety or welfare.

- **The most common problem found in rental properties is the accumulation and improper management of trash, refuse or rubbish.** Rubbish issues, exterior storage, trash and recycle cart management and their placement. Includes materials between garages or inside window wells, or in the public street right-of-way.
- Height and condition of incoming electrical lines, electrical mast head, trees touching electrical lines. Condition of exterior electrical wiring, garage wiring. No extension cords used in-lieu of permanent wiring.
- Grass / weeds over 8" tall. Condition of fences. Improper composting operations, brush piles, lack of "ground cover" such as grass. Trees touching roofs. General grading and pitch of walks, patios to shed water away from the dwelling.
- Condition of walks, driveways, stoops, steps, hand and guardrails, decks, gutters and downspouts. Gutter systems are not required, but minimum standards apply if present.
- Loose, missing or decayed siding, trim on all structures including condition of doors and jambs. Damaged roofing material.
- General level of maintenance at all windows including screens, missing paint / putty, broken, missing, or cracked glass.
- Excessive peeling or missing paint. Condition of chimney.
- Escape access and ladders (if required) at egress wells.

Garages

- Interiors are inspected if renter has access and if there is electrical power in the garage. Two spaces are required if the dwelling is a single-family home, part of a two-family dwelling, or a townhouse. 1.5 (off-street) vehicle parking spaces are required for each apartment rental dwelling.
- Exterior of garages are inspected as described above in exteriors/grounds.

Call the Rental Housing Inspector at 763-531-1261 for specific inquiries about your situation. All deficiencies are to be corrected within 30 days of initial or biennial inspection with a re-inspection conducted.