

City of Robbinsdale



Community Development Department - Rental Licensing Division

4100 Lakeview Ave N. Robbinsdale, MN 55422 ♦ Phone 763-531-1267 ♦ Fax 763-531-1200

2025/2026 Rental License Renewal Application

Rental Address:		License Number:	
Number of Units:		Owner Occupied Units?: Yes <input type="checkbox"/> No <input type="checkbox"/>	
Bi-Annual Licensing Year: 2025/2026		PID:	
Fee Due by: November 1st, 2024		Renewal Fee:	
<p>Renewals that are paid after November 1st, 2024, are required to pay the following administrative fees:</p> <ul style="list-style-type: none"> ▪ If paid AFTER November 1st, 2024 add \$100 to renewal fee ▪ If paid AFTER December 1st, 2024 add \$200 to renewal fee 			
<p>Form must be completed & submitted even if there are no changes. <i>Incomplete applications will not be accepted, and administrative fees will apply if returned past the due date.</i></p>			
Owner/Business Name(s):			
Owners Primary Address:			
City:	State:	Zip Code:	
Owner Email Address (required):			
Phone #:		Alternate Phone #:	
Emergency Contact Name: <i>(Other than owner)</i>		Emergency Contact Phone #: <i>(Must be provided)</i>	
Do you have a Property Manager/Agent: Yes <input type="checkbox"/> No <input type="checkbox"/> <i>If you answered "No" skip to Applicant Signature.</i>			
Name of Property Management Company/Agent:			
Address of Property Manager/Agent:			
Property Manager/Agent Email Address (required):			
Property Manager/Agent Phone Number:		Alternate Phone Number:	

Applicant Signature: _____ Date: _____

Applicant Signature: _____ Date: _____

<p>For City Use Only: UB Current: Yes: ___ No: ___ \$ _____ Prop Current Yes: ___ No: ___ \$ _____ Payment Received: Y N Cash CC CK # _____</p>		Renewal applications and fees are due by: November 1st, 2024 <i>(Before administrative fees apply)</i>
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4100 Lakeview Ave North ♦ Robbinsdale ♦ Minnesota ♦ 55422-2280
Rental & Code Enforcement
Phone 763-531-1267 ♦ Fax 763-531-1200
roce@CI.ROBBINSDALE.MN.US
Website www.robbinsdalemn.com

CREDIT CARD INFORMATION

(We accept MasterCard, Visa, American Express and Discover)

***Credit Card Payments: Starting January 1st, 2025, there will be a 2.95% credit card fee**

To make a payment by credit card, please provide the following information:

VISA MASTER CARD AMERICAN EXPRESS DISCOVER

NAME AS SHOWN ON CARD: _____

CREDIT CARD ACCOUNT NUMBER: _____

CREDIT CARD EXPIRATION DATE: ____/____/____

3 or 4 DIGIT SECURITY CODE FROM BACK (or front) OF CARD ____ ____ ____ ____

ZIP CODE ASSOCIATED WITH THIS CREDIT CARD: _____

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.

IMPORTANT NOTICE:

Due to the high volume of renewals, please allow extra time for processing your check or credit card payment.

To avoid a late fee, ensure that your application is completed, and payment is received by the due date of November 1, 2024.

Please note that this is only valid if all property taxes and utility bills for the rental unit are up to date.