



**CITY OF FRIDLEY**  
**RENTAL PROPERTY INSPECTIONS DIVISION**  
**Community Development**  
**7071 University Avenue, N.E. Fridley, MN 55432**  
**Office 763.572.3616 Fax 763.502.4982**  
**E-Mail - RPID@fridleymn.gov**

**APPLICATION FOR RENTAL PROPERTY LICENSE**

Due Date for this License Application and Fee is \_\_\_\_\_  
**Required—Owner/manager has attended a Crime-Free Training: ( ) Yes ( ) No**  
**Training Location if yes: \_\_\_\_\_ Date: \_\_\_\_\_**

**FRIDLEY PROPERTY INFORMATION AND DESCRIPTION**

Fridley Property Address \_\_\_\_\_ Number of Rental Units: \_\_\_\_\_  
 Number of rental units having: 1 BR: \_\_\_\_ 2 BR: \_\_\_\_ 3 BR: \_\_\_\_ 4 BR: \_\_\_\_ Other: \_\_\_\_

**PROPERTY OWNER INFORMATION (Section A)**

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 B at END of page)

Fill in the name and address of the licensee. \* indicates REQUIRED information. Can't be rental property address, must be your mailing address.

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

\*Owner's Name: \_\_\_\_\_ \*DOB \_\_\_\_\_ \*Phone # \_\_\_\_\_  
 \*Address:(No P O Box) \_\_\_\_\_  
 \*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 DESIGNATED AGENT**

\*Name & Title: \_\_\_\_\_ \*Phone #: \_\_\_\_\_  
 \*Business Address: \_\_\_\_\_  
 \*City, State & Zip Code: \_\_\_\_\_  
 \*Email Address: \_\_\_\_\_

**If owner or name mentioned above does not maintain tenant registry, attach name, phone, address, and email of registry holder**

**\*\*PLEASE CONTINUE AND MUST SIGN ON OTHER SIDE\*\***

**LICENSE FEE and LATE PAYMENT PENALTY SCHEDULE**

\*License Fee Due \$ \_\_\_\_\_ Late fee will be \$ \_\_\_\_\_

The License Fees Due are determined from the following schedule:

|                                   |   |                              |           |
|-----------------------------------|---|------------------------------|-----------|
| 1 Rental Unit /per each bldg      | \$ 100.00   | 2 Rental Units/per each bldg | \$ 150.00 |
| 3 Rental Units/per each bldg      | \$ 210.00   | 4 Rental Units/per each bldg | \$ 270.00 |
| Over 4 Rental Units/per each bldg | \$ 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." If you occupy before rental license is obtained or rental license is expired it will result in 25% penalty fee as per Chapter 220.

**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, telephone, and e-mail will be considered public data unless you request this information to be private and provide an alternative address and telephone number in Box B below.

**CERTIFICATION NOTICE**

**TO THE CITY COUNCIL OF FRIDLEY, MINNESOTA:**

The undersigned hereby makes application for a residential rental license in accordance with Fridley City Code Chapter 220.

The Kari Koskinen Manager Background Check Act (299C.66, 299C.67, 299C.68, 299C.69, 299C.70, 299C.71) requires Minnesota rental property owners to conduct background checks on any employee who may access a tenant's home as part of their duties.

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

\*Print Your Name (Property Owner) \_\_\_\_\_

\*SIGNATURE REQUIRED (Property Owner) \_\_\_\_\_ \*Date \_\_\_\_\_

OR

POWER OF ATTORNEY WITH DOCUMENTATION \_\_\_\_\_ \*Date \_\_\_\_\_

**\*\*This application will not be processed without all required fees, signatures and complete information. Also NO P O BOXES are allowed.**

**BOX B- USE THIS BOX ONLY IF YOU HAVE A DIFFERENT BUSINESS/OWNER ADDRESS TO USE AS YOUR PUBLIC ADDRESS:**

Please use this address as my **PUBLIC ADDRESS ONLY IF** located in PROPERTY OWNER INFORMATION (Section A). 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 A) will then be considered a public address.

Owner/Business Name –Only if different from Section A above

\_\_\_\_\_

Address \_\_\_\_\_

City, State, Zip \_\_\_\_\_ Phone Number \_\_\_\_\_