



CITY OF PLYMOUTH
3400 PLYMOUTH BOULEVARD
Plymouth MN 55447
(763) 509-5430

APPLICATION FOR RENTAL DWELLING LICENSE

HOUSING TYPE
Check suitable TYPE along with specific DESCRIPTION

- Single Family Dwelling (includes SF, SFA, or one unit of a 2-3-4 unit)
Two Family Dwelling (duplex - both units rental)
Condominium Dwelling
Three Family Dwelling
Four Family Dwelling
Multi-Family Dwelling (5 or more dwelling units)

OWNERSHIP TYPE (Check one)

- Individual
Corporation
Partnership
Contract for Deed

RENTAL PROPERTY INFORMATION:

Rental Property Address: Zip

Name of Complex (If applicable)

List all building addresses at Complex: (Attach a separate sheet if necessary to list all addresses.)

Owner Information

Business Name: (Required if Applicable)

Name of Natural Person: Chief Operating Officer/Owner Managing Partner First MI (Required) Last

Owner's Address: E-mail

City County State and Zip

Daytime Phone # Residence Phone # Cell Phone #

Signature of Owner

Date

Person Responsible for Maintenance & Management of the Rental Property If other than the Owner

Name of Property Management Co.:

Name of Property Manager: First MI (Required) Last

Daytime Phone # Residence Phone # Cell Phone #

Address: E-mail

City County State and Zip

I certify that the above information is true and correct and I understand all mailings from inspections division including the annual rental license billing statement will be mailed to the appointed agent/contact person unless inspections division is notified of any changes.

Signature of Property Manager if other than owner

Date

Caution: Your signature as Property Manager on this form will make you responsible for the maintenance and management of this rental property.

**Tenant Register**

The licensee shall maintain a current register of all tenants and other persons with a lawful right to occupancy of a dwelling unit and the corresponding floor number, and unit number, and/or designation of such within the building. The licensee must designate the person who will have possession of the register, and must promptly notify the Chief of Police, or his/her designee of any change of the identity, address of telephone numbers of such persons. The register must be available for inspection by the Chief of Police, or his/her designee at all times.

Name, address and telephone number of individual responsible for maintaining current register of tenants:

Name: \_\_\_\_\_ Address: \_\_\_\_\_

Phone: \_\_\_\_\_ E-Mail \_\_\_\_\_

**Fee Schedule**

**Please include the applicable fee and Crime Free Multi Housing Certificate (if applicable) with your license application. See important information below.**

**Rental Fees:**

Single Family Dwelling	\$150.00 (three year license)
Two Family Dwelling	\$225.00 (three year license)
Condominium Dwelling Unit	\$150.00 (three year license)
Three Family Dwelling	\$100.00 (annual license)
Four Family Dwelling	\$125.00 (annual license)
Multi-Family Dwelling (5 or more units)	\$100.00 per complex plus \$6.00 per unit
Reinspection Fee	\$40.00

If the license application and fee are not received 60 days prior to the license expiration date, a penalty for late payment will be assessed. Per Plymouth City Code Section 1010.03 Subd. 2, any license application and fee which is submitted 1 – 14 days late will be assessed a 10% penalty. Any license application and fee submitted 15 – 30 days late will be assessed a 25% penalty. If the license application and fee is not received after 30 days from the due date, the matter will be referred to the City Attorney’s office for the operation of a rental dwelling without issuance of a required Rental Dwelling License.

Number of buildings \_\_\_\_\_ Number of rental units per building \_\_\_\_\_

Total number of rental units \_\_\_\_\_ Total Fee Paid \$ \_\_\_\_\_  
Payable to City of Plymouth

**Important Information**

- **Attention property owners or managers who own or operate more than one rental unit: Mandatory Crime Free Multi Housing (CFMH) training is required and must be completed before a rental license for a dwelling is renewed, and every three years thereafter.**
- Every Licensee shall promptly notify the City Protective Inspection Division at 763-509-5430 of any changes in the names, addresses, and other information concerning the person listed in the last license renewal application filed with the City.
- In cases where the owner of a rental dwelling lives outside of the 7-county area (Hennepin, Anoka, Washington, Ramsey, Dakota, Scott, Carver), the registration shall be made by an operator who shall be legally responsible for compliance with this and other ordinances and such operator shall live in the 7-county area. All information provided on this form is public under the State Data Practices Data Act.
- An inspection of your rental property is required as part of the licensing process. If you have any questions about the City of Plymouth’s Rental Licensing and Inspection Program, please contact the Protective Inspection Division at 763-509-5430.

**FOR OFFICE USE ONLY**

LICENSE PERIOD \_\_\_\_\_ TO \_\_\_\_\_ RECEIPT # \_\_\_\_\_

Inspection Year: \_\_\_\_\_ CFMH Expiration Date \_\_\_\_\_

PIN \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ AMOUNT RECEIVED \$ \_\_\_\_\_

Temporary License Effective Date \_\_\_\_\_ Expiration Date \_\_\_\_\_

Insp. Scheduled \_\_\_\_\_ Access Entered  DATE RECEIVED \_\_\_\_\_