

City of Eden Prairie
8080 Mitchell Road, Eden Prairie, MN 55344
Eden Prairie Fire Prevention Bureau (952) 949-8547



2017 Rental Housing License Application

Date _____

STEP 1 INDICATE LICENSE APPLICATION TYPE First Time Application Rental License Renewal

Primary Address
of Rental Property: _____

IMPORTANT: Do you rent multiple properties? If so, please attach a separate application (Steps 1, 2, 3 and 5) for each address

STEP 2 INDICATE RENTAL PROPERTY TYPE Single Family Duplex Condo/Townhome Apartment Complex

*** Rental License issued annually valid 01/01/2017- 12/31/2017; refunds are not issued for time a property is not rented. License must be renewed annually with all applicable fees paid at the time of application.**

STEP 3 INDICATE TOTAL NUMBER OF RENTAL UNITS AT THIS PROPERTY _____

Has Property Been Previously Inspected? YES NO

STEP 4a PROVIDE PROPERTY OWNER INFORMATION

Property Owner
Name/Company (last, first, middle initial) _____

Address _____ City/State/Zip _____

Primary Phone () _____ - _____ Alternate Phone () _____ - _____ Email _____

Emergency Key Holder #1
Name (last, first, middle initial) _____ Phone () _____ - _____

Emergency Key Holder #2
Name (last, first, middle initial) _____ Phone () _____ - _____

STEP 4b PROVIDE PROPERTY MANAGER AND/OR LOCAL CONTACT INFORMATION

Property Management
Company (If different from above) _____

Address _____ City/State/Zip _____

Property Manager
Name (last, first, middle initial) _____

Primary Phone () _____ - _____ Alternate Phone () _____ - _____ Email _____

PLEASE NOTE: All rental license certificates and mailings will be sent to the **Property Owner** address only

(Over)

STEP 5 CALCULATE LICENSE FEE

2017 ANNUAL RENTAL LICENSE FEES

Single Family, Duplex and Townhomes - Rental License Fees:

- \$57.50 per year for each rental unit unless the owner has additional rental units located under the same roof.
- Fee for additional units **located under the same roof structure** is \$10.50 per unit per year.

Apartment Complex - Rental License Fees:

- \$57.50 for the first rental unit plus \$10.50 for each additional apartment unit at the **same apartment complex**.

LICENSE FEE WORKSHEET	
Line 1 First rental unit fee.....	\$ 57.50
Line 2 Additional rental unit fee for units located under the same roof structure (Number of additional units under same roof structure) _____ x \$10.50 = \$ _____	
	Line 3 Subtotal \$ _____
LICENSE FEES FOR MULTIPLE PROPERTIES CAN BE COMBINED INTO ONE TRANSACTION	Total License Fee \$ _____
PLEASE NOTE: <i>The additional \$10.50 rental unit fee is only for additional rental units located under the same roof or structure. If you own additional rental property that is not under the same roof structure the fee is \$57.50 per rental unit.</i>	
EXCEPTION: <i>Additional apartment units located at an apartment complex are considered under the same roof and are charged \$10.50 per each apartment.</i>	

STEP 6 SIGN YOUR APPLICATION ****UNSIGNED APPLICATIONS WILL BE RETURNED****

I hereby apply for an Annual Rental Dwelling License and I acknowledge that the information above is complete and accurate. I have read and understand the requirements for operating a rental dwelling in the City of Eden Prairie and agree to comply with these requirements. I understand this is not a Rental Housing License, but only an application for a License.

_____ / _____		
Applicant Full Name (PLEASE PRINT)	Applicant Signature	Date

MAILING INFORMATION	
Make Check Payable To: City of Eden Prairie (<i>License fees for multiple properties can be combined into one transaction</i>)	
Mail Application and Fee to:	City of Eden Prairie Attn: Rental Licensing Information 8080 Mitchell Road, Eden Prairie, MN 55344
For additional Rental Licensing information visit: www.edenprairie.org/rentallicensing	
PLEASE NOTE: <i>When paying by check, the City of Eden Prairie will present the check for payment to your bank electronically. Your original check will be destroyed once processed and you will not receive your cancelled check back.</i>	

FOR OFFICE USE ONLY		
Date Application Received: _____	Date License Fee Processed: _____	Rental License Permit Number: _____
Check Number: _____		Amount Received: \$ _____
Property Inspected: <input type="checkbox"/> YES <input type="checkbox"/> NO	Date Inspected: _____	Inspection Status: _____
_____		_____
License Approved By		Date Approved