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Permit # \_\_\_\_\_

# Residential Rental Unit Application

(Please complete both sides)

## Property Information

Property Address & Unit #:

## Property Owner's Information

Property Owner's Name:	Phone Number:		
Mailing Address:	City:	State:	Zip:
Email Address:	Birth Date:	DL:	

## Agent Information (if applicable)

Note: If the property owner is a non-natural person (i.e. a company, LLC, corporation) or if the property owner lives outside of the seven county metropolitan area\*, the owner must appoint an Agent.

\*Includes Anoka, Carver, Dakota, Hennepin, Ramsey, Scott, and Washington Counties

Agent's Name:	Phone Number:	Cell Number:	
Mailing Address:	City:	State:	Zip:
Email Address:	Birth Date:	DL:	

## Property Details (Minimum 70 square ft per Bedroom, use back side for additional space if more than four bedrooms)

Bedroom 1: sq.ft	Bedroom 2: sq.ft	Bedroom 3: sq.ft	Bedroom 4: sq.ft
Number of Bathrooms:		Number of People living in dwelling unit:	

## Renter Information

1. Renter's Name	Renter's Driver License #	License Plate #
2. Renter's Name	Renter's Driver License #	License Plate #
3. Renter's Name	Renter's Driver License #	License Plate #
4. Renter's Name	Renter's Driver License #	License Plate #

## Residential Rental Unit Registration Agreement

Note: Registrations are non-transferable. New owners must apply for a new registration. Amendments to the application after it has been approved may require a new application and/or fee. The registration deadline is December 31<sup>st</sup>. The application fee is doubled for late registrations. Rental Registration for current year will be valid from January 1<sup>st</sup> until December 31<sup>st</sup>.

Check  initial

\_\_\_\_\_ I acknowledge reading and understanding the Residential Rental Unit Registration Ordinance (Section 335 of the City Code). This document is available online at <http://www.cityofardenhills.org/Rental> or at City Hall.

\_\_\_\_\_ I acknowledge reading and understanding the information in the Rental Registration Brochure and the Quick Guide for Residential Regulations. This information is available online at <http://www.cityofardenhills.org/Rental> or at City Hall.

\_\_\_\_\_ I acknowledge reading and understanding the occupancy limit for residential dwelling units. The occupancy composition of my property is in conformance with the following (1305.04):

- a. An individual or two or more persons that are related to each other by blood, marriage, adoption, or foster care; OR,
- b. A group of not more than four persons (some or all of whom are *not* related by blood, marriage, or adoption) living together and maintaining a common household.

Signature: The undersigned hereby applies for a Residential Rental Unit Certificate; attests that all real estate taxes and municipal utility bills are paid in full; and attests the subject premises will be operated and maintained according to the requirements contained in the Residential Rental Unit Registration and the overall City Code, subject to applicable sanctions and penalties. The undersigned further agrees the subject premises may be inspected by the compliance official. PLEASE NOTE: IT IS THE RESPONSIBILITY OF THE PROPERTY OWNER TO NOTIFY THE CITY OF A CHANGE IN ADDRESS OR STATUS CHANGE.

\_\_\_\_\_  
Owner 1 Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Property Owner's Agent, if applicable

\_\_\_\_\_  
Date

\_\_\_\_\_  
Owner 2 Signature

\_\_\_\_\_  
Date