

## **Rental Dwelling License Application**

3400 Plymouth Blvd • Plymouth, MN 55447

763-509-5430 • 763-509-5407 (fax)

www.plymouthmn.gov • inspections@plymouthmn.gov

true and correct and understand that all mailings from the inspections division including the annual rental license billing statement will be mailed to the appointed agent/cont person unless the inspections division is notified of any changes.  TENANT REGISTER  The licensee shall maintain a current register of all tenants and other persons with a lawful right to occupy a dwelling unit and the corresponding floor number, and unit num 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 his/he designee of any change of the identity, address or telephone numbers of such persons. The register must be available for inspections by the Chief of Police, or his/he designee at all times.  Name, address and telephone number of individual responsible for maintaining current register of tenants: NAME:  ADDRESS:  PHONE #  EMAIL:  FEE SCHEDULE  Please include the applicable fee and Crime Free Multi Housing Certificate (if applicable) with your license application. See important information below.  Single Family Dwelling  \$160.00 (three year license)  Townhouse  \$160 (three year license)  Townhouse  \$135.00 (annual license)  Condominium Dwelling Unit  \$160.00 (three year license)  Four Family Dwelling  \$125.00 per complex plus \$7.00 per unit (5 or more units)  (5 or more units)  (5 or more units)  (5 or more units)  If the license application and fee are not received 60 days prior to the license expiration date, a penalty for the late payment will be assessed. Per Plymouth City Code Sect 1010.03 subd. 2, any license application and fee submitted 1-14 days late will be assessed a 10% penalty. Any license application and fee submitted 15-30 days late will be assessed and 10% penalty. Any license application and fee submitted 15-30 days late will be assessed and 10% penalty. Any license application and fee submitted 15-30 days late will be assessed and 10% penalty. Any license application and fee which is submi	PROPERTY INFORMATION						
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EMAIL ADDRESS  CELL PHONE #  OWNERS SIGNATURE  DAYTIME PHONE #  OWNERS SIGNATURE  DAYTIME PHONE #  OWNERS SIGNATURE  PERSON RESPONSIBLE FOR MAINTENANCE & MANAGEMENT OF THE RENTAL PROPERTY (If OTHER THAN OWNER)  NAME OF PROPERTY MANAGER (FULL NAME)  PROPERTY MANAGER (FULL NAME)  PROPERTY MANAGER (FULL NAME)  PROPERTY MANAGER SIGNATURE (If other than owner)  PROPERTY MANAGER NAME (PRINTED)  DATE  TOTAL PROPERTY MANAGER SIGNATURE (If other than owner)  NOTICE: Your signature on this form will make you responsible for the maintenance and management of this rental property. By signing you certify that all above information and understand that all mailings from the inspections division including the annual rental license billing statement will be mailed to the appointed agent/cont person unless the inspections division is notified of any changes.  TENANT REGISTER  The licensee shall maintain a current register of all tenants and other persons with a lawful right to occupy a dwelling unit and the corresponding floor number, and unit num 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 higher designate of any change of the identity, address or telephone numbers of such persons. The register must be available for inspections by the Chief of Police, or hish designee at all times.  ADDRESS:  PHONE #  EMAIL:  FEE SCHEDULE  Please include the applicable fee and Crime Free Multi Housing Certificate (if applicable) with your license application. See important information below.  Single Family Dwelling   \$140.00 (three year license)   Townhouse   \$150.00 per complex plus \$7.00 per unit (for more units)   \$150.00 per complex plus \$7.00 per unit (for more units)   \$150.00 per complex plus \$7.00 per unit (for more units)   \$150.00 per complex plus \$7.00 per unit (for more units)   \$150.00 per complex plus \$7.00 per unit (for the possessed at 19% persons)   \$150.00 per complex plus \$7.00 per unit (for the po		PRMATION					
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		IMPORTANT INF	FORMATION		(Payabi	le to City of Plymouth)	
* Attention property owners or managers who own or operate own/manage a rental dwelling property in a condominium building with shared entry points, suc as common building entrance(s) and/or shared hallways, mandatory training from the Plymouth Public Safety Department is required.		who own or operate own/manage a rental of	dwelling property in a condo		ared entr	y points, such	
* Every Licensee shall promptly notify the City Inspection Division at 763-509-5430 of any changes in the names, addresses, and other information concerning the person in the last license renewal application filed with the City.							
* In cases where the owner of a rental dwelling lives outside of the 11-county area (Hennepin, Anoka, Washington, Ramsey, Dakota, Scott, Carver, Wright, Sherburne, Isa or Chisago), 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 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 City of Plymouth Inspection Division at 763-509-5430							
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LICENSE PERIOD	LICENSE PERIOD to	PIN#	INSP SCHEDULED	DAT	E RECEI	VED	