

Application Form
STR

Inspections Services
Regulatory Services

505 South 4th Avenue, Room 510A
Minneapolis, MN 55415
Office 612-673-3000 or 311
minneapolismn.gov/rental-licenses



Office Use Only

RLIC # _____

Amount _____

Tier _____

CSR Initials _____ Date _____

APPLICATION FOR A SHORT-TERM RENTAL

SHORT-TERM RENTAL PROPERTY ADDRESS (INCLUDE ADDRESS #, STREET NAME, & DIRECTIONAL), Apt/Unit(s)#

APPLICATION TYPE

Registration ☐

Registration is for a homestead property where the owner leaves the property while rented.

License ☐

A license is for properties that are non-homestead and continually rented on a short-term basis.

RENTAL UNIT INFORMATION

if your unit is a condominium, you don't need to enter your short-term rental unit count

PLATFORMS (Airbnb, VRBO, etc. list all)

TOTAL UNITS IN BUILDING

SHORT-TERM RENTAL UNITS

INSURER NAME

INSURANCE POLICY NUMBER

APPLICANT (all fields required)

when a property is owned by a corporation or LLC, an associated natural person must be listed in this section, and a copy of the Articles of Organization listing the shareholders of the corporation or LLC must be submitted with the application

OWNER OR SHAREHOLDER NATURAL NAME

CORPORATION, LLC, OR ORGANIZATION (if applicable)

DATE OF BIRTH

OWNER ADDRESS (cannot be PO Box or commercial mailing service)

CITY

STATE

ZIP

COUNTY

MOBILE PHONE

EMAIL

Any changes to the names, addresses, and other information concerning the persons on this application must be provided in writing to the Department of Regulatory Services within ten days.

OWNER SIGNATURE _____ **DATE** _____

APPLICATION CHECKLIST

your application isn't complete if you don't include these items

☐ Completed management plan

☐ Neighbor notification letter

☐ Pre-inspection checklist

See the supplemental information attached to this application form for sample management plans, neighbor notification letters, and a pre-inspection checklist.

EMERGENCY CONTACT (if different from owner)

an emergency contact is required if the applicant lives further than 60 miles driving distance from the property and/or outside the counties of Anoka, Carver, Chisago, Dakota, Goodhue, Hennepin, Isanti, Lesueur, Mcleod, Ramsey, Rice, Scott, Sherburne, Sibley, Washington, or Wright

NAME OF AGENT/CONTACT		DATE OF BIRTH	
ADDRESS (cannot be PO Box or commercial mailing service)		CITY	STATE
			ZIP
COUNTY	PHONE	EMAIL	

I affirm by my signature below that I am in compliance with all rental licensing standards outlined in Minneapolis Code of Ordinances, Title 12, Chapter 244. I understand that failure to comply with any of these standards and/or conditions shall be adequate grounds for the denial, refusal to renew, revocation, or suspension of my rental dwelling license. I acknowledge that the Department of Regulatory Services will hold me responsible for the maintenance, management, and any legal actions that may ensue for the above listed rental property. I agree that all correspondence sent from the Department of Regulatory Services will be mailed to me as the appointed agent/contact person as listed in this section.

EMERGENCY CONTACT SIGNATURE _____ **DATE** _____

NOTARY STAMP (required for emergency contact)

Subscribed and sworn to before me on ____ of _____, 20 ____.
Notary Public, _____ County

Space Reserved for Notary Stamp

LICENSE CATEGORIES

If you have questions about fee amounts or applicability, please refer to the supplemental information sheet.

Conversion ☐ Most new rental licenses are conversions. A \$1000 conversion fee applies to the following: 1. Single family homes when the property was previously owner-occupied or has not been licensed for 12 months 2. Duplexes and triplexes with separate property ID numbers 3. Condominium, co-op, and townhouse units in buildings with one to five units whose units have separate property ID numbers and have not had a license for 12 months	Change of Ownership ☐ When a duplex, triplex, or fourplex changes ownership, regardless of when the property was last licensed, a \$450 change of ownership fee applies to the following: 1. Single family dwellings that do not meet the conversion definition 2. All duplexes, triplexes, and fourplexes 3. Mixed-use commercial properties containing one to four units	Condominium ☐ Condominium, co-op, or townhouse buildings containing six or more units on the same parcel are not subject to the conversion or change of ownership fee.
		Apartment ☐ Rental buildings containing five or more units on the same parcel are not subject to the conversion or change of ownership fee.

CALCULATING YOUR LICENSE FEES

Your fees will be calculated by an agent using the schedule below

License Fee (based on property condition tier)					Supplemental Fee (based on property management fee level)		
	1-3 Unit Buildings		4+ Unit Buildings			1-3 Unit Buildings	4+ Unit Buildings
	Building Fee	Fee Per Unit	Building Fee	Fee Per Unit			
Tier 1	\$98	\$41	\$167	\$12	Fee Level 1	\$0	\$0
Tier 2	\$105	\$75	\$197	\$29	Fee Level 2	\$121	\$347
Tier 3	\$121	\$190	\$231	\$98	Fee Level 3	\$243	\$578
Short-term Registration Fee							
\$58							

FEE CALCULATION

1.	Number of units, if applicable:	
2.	License fee per unit from above table, if applicable:	
3.	Total license fee, if applicable:	
4.	Building fee, if applicable:	
5.	Supplemental fee, if applicable:	
6.	\$250 administrative fee, if applicable:	
7.	\$450 change of ownership fee, if applicable:	
8.	\$1000 or \$750 (see next page) conversion fee, if applicable:	
9.	Short-term registration fee, if applicable	
Total lines 3 through 9:		

PAYMENT OPTIONS

- ☐ In person at the City of Minneapolis Service Center, Monday through Thursday, 8 a.m. to 4 p.m., and Friday, 9 a.m. to 4 p.m.:

Public Service Building
505 South 4th Avenue, Skyway Level
Minneapolis, MN 55415

- ☐ By mail, with a check payable to Minneapolis Finance Department, or the below credit or debit card information, mailed to:

Inspections Services
505 South 4th Avenue, Room 510A
Minneapolis, MN 55415

MasterCard or Visa only

Card Number _____

Expiration Date _____ CVV _____

People who are deaf or hard of hearing can use a relay service to call 311 at 612-673-3000. Para asistencia 612-673-2700 - Rau kev pab 612-673-2800 - Hadii aad Caawimaad u baahantahay 612-673-3500

Short-Term Rental Property Management Plan

RENTAL PROPERTY ADDRESS (INCLUDE ADDRESS #, STREET NAME, & DIRECTIONAL), Apt/Unit#

OWNER INFORMATION

OWNER OR SHAREHOLDER NATURAL NAME

CORPORATION, LLC, OR ORGANIZATION (if applicable)

DATE OF BIRTH

ADDRESS (cannot be PO Box or commercial mailing service)

CITY

STATE

ZIP

COUNTY

MOBILE PHONE

EMAIL

EMERGENCY CONTACT INFORMATION

required if different from owner (this should be the same person listed on page two of your application if you live more than 60 miles away from the property)

NAME/COMPANY

ADDRESS

CITY

STATE

ZIP

EMAIL

PHONE

What's your approach to dealing with conduct issues (e.g. trash in the yard, noise complaints, etc) on a property?

What's your noise mitigation plan?

What's your plan for on- or off-street parking at the property? What will your guests do if there's a snow emergency?

What's your maintenance schedule and plan? How do you respond to maintenance requests from your guests?

How can City staff contact you 24 hours a day, seven days a week?

ACKNOWLEDGMENTS

I understand that the occupancy limit of ten (10) people is an upper limit and does not mean that all properties are allowed ten people, but that larger properties can have up to ten (10) people.

_____ (initial here)

I will post the following notices and information in a conspicuous place within the unit:

1. Who to Call poster
2. Short-term rental license certificate
3. Emergency floor plan showing exits and escape routes

_____ (initial here)

I have sent a neighbor notification letter directed to all property owners, renters, and occupants of any property within the subject building or located within fifty feet of the perimeter of the property line of the property the short-term rental unit is located on.

_____ (initial here)

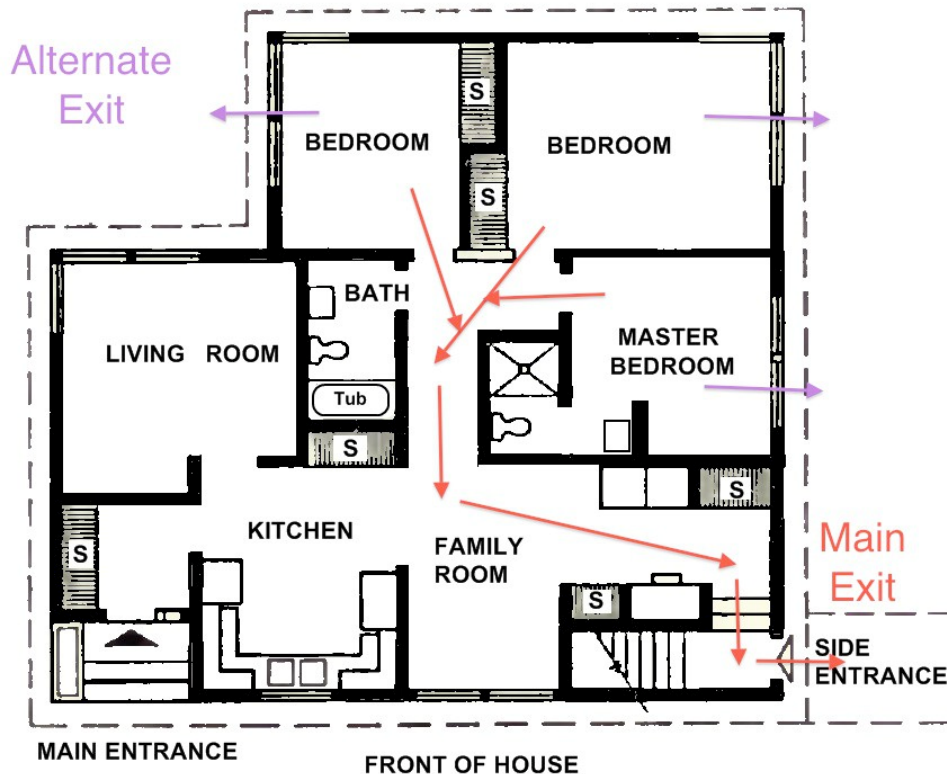
I, (print name) _____, an authorized property manager or owner, hereby acknowledge and agree to the following:

- The attached management plan addresses all items listed above, includes complete documentation, and is a true and correct reflection of the undersigned's intentions;
- Any material change in the management plan must be submitted to the Department of Regulatory Services;
- Violation of this management plan may result in enforcement actions, including adverse actions against the short-term rental license, administrative citations, and other fines;
- All written and electronic records necessary to document the attached management plan's provisions will be maintained within twenty (20) days of the acceptance of the plan;
- The undersigned will respond to an electronic request to confirm the implementation of the management plan within thirty (30) days.

SIGNATURE _____ **TITLE** _____ **DATE** _____

Floor Plan Requirements / Sample Floor Plan

1. Short term rental units must include a floor plan posted by the entrance of the building. A sample is provided below. Plans must be professional. Hand drawn floor plans will be accepted if they are legible. SketchUp is a free software that can help with this process. www.sketchup.com
2. The occupancy limit of ten people is an upper limit and does not mean all properties are allowed ten people but rather that large properties can have up to ten people.
3. The following must be included:
 - a. Fire exits and escape routes
 - b. Address and direction of North
 - c. Every room (living, sleeping, kitchen, bathroom, furnace, etc.) labeled with room number and floor number.
 - d. Stairways



Greetings,

This purpose of this letter is to inform you that the property at the following address:

will be registering with the City of Minneapolis as a **Short Term Rental (STR) property** with the intention of publicly advertising the property for short term guest stays on websites like Airbnb and VRBO. You are receiving this letter because you are within fifty feet of the perimeter of this property.

As the owner of the property, I have agreed to follow the ordinances regarding STR properties:

- I will notify all neighboring property owners of my intention to register the property as an STR, which includes this letter or a similar communication.
- I will allow the City to inspect the property to make sure that it is safe.
- I will submit a management plan to the City that includes a floorplan and explains how I will respond to problems with the property.
- I will not host more guests than the number that are legally allowed to stay at my property, and understand that no matter how large the property is, the maximum is 10 people.
- For buildings with more than 20 units, no more than 10% of the units can be offered for STR stays at a time. Condos are exempt from this restriction.

You can see the ordinance and a full list of requirements here:

minneapolismn.gov/rental-licenses

It's important that all lodging establishments in the City of Minneapolis meet basic standards for safety and livability. The City relies on guests and neighbors to help make this happen. Ways you can help include:

- Let me know if you have concerns about the rental property such as excessive noise or guests. If a management company is listed below, please contact them 24/7 with any issues.
- If your concerns aren't addressed, you believe that unsafe conditions exist, or the property isn't being managed, you can call 311 to make a report.
- If you witness a crime in progress or you believe that the fire department or an ambulance is needed urgently, call 911.

Thank you for partnering with residents, visitors, property owners and the City of Minneapolis to promote a safe and vibrant experience for all who live, work, and play here.

Sincerely,

Property Owner Name (Print)

Management Company Contact (Name)

Property Owner Signature

Management Company Phone Number

Property Owner Phone Number / Email

Management Company Email address



Rental Property Checklist

Inspections Services is responsible for promoting the health, safety, and livability of the housing stock in the City of Minneapolis. Regular inspections of rental properties are conducted to ensure they are safe and well-maintained. The following checklist is a practical guide to many of the things that Housing Inspectors look for.

Exterior

EXTERIOR WALLS

- ☐ Soffit and fascia in good repair
- ☐ House numbers visible from public right of way
- ☐ Siding is weathertight and intact

PAINT

- ☐ Wood surfaces weather-protected
- ☐ No peeling, chipping, flaking or otherwise deteriorated paint

FOUNDATION

- ☐ Structurally sound
- ☐ Free from holes or gaps
- ☐ Proper grading

ROOF

- ☐ Free of leaks
- ☐ Structurally sound
- ☐ No loose or missing shingles
- ☐ Roof overhang free from deterioration and holes

EXISTING GUTTERS & DOWNSPOUTS

- ☐ Free of debris
- ☐ Properly attached and drains away from structure

CHIMNEY

- ☐ Tuckpointing/mortar in good repair
- ☐ Flue liner in good repair

PORCH/DECKS

- ☐ Structurally sound and in good repair
- ☐ Guardrails required if over 30 inches above grade

STAIRS/STEPS

- ☐ Securely attached and free of deterioration
- ☐ Graspable handrails required on stairs/steps with four or more steps/risers
- ☐ Snow shoveled at public sidewalk and all building exit doors

- ☐ Continuous guardrails required on open sides of stairways 30 inches or more above grade

Premises and Accessory Structures

GARAGES/SHEDS

- ☐ In good repair and structurally sound
- ☐ Not open to trespass
- ☐ Exterior surfaces weather-protected and intact

FENCES

- ☐ Well-maintained
- ☐ Wood surfaces weather-protected

YARD

- ☐ Grass and weeds cut
- ☐ Proper grading and ground cover
- ☐ No litter, car parts, yard waste, construction waste, or other miscellaneous debris
- ☐ Firewood neatly stacked and properly stored
- ☐ Compost properly contained

VEHICLES/PARKING

- ☐ No commercial vehicle parking allowed
- ☐ Parking only on approved parking surfaces in approved locations
- ☐ No abandoned, unlicensed, or inoperable vehicles
- ☐ Two vehicle maximum per dwelling unit
- ☐ Car repair prohibited (except minor repairs to occupant-owned vehicles)

Interior

WALLS & CEILINGS

- ☐ In good repair
- ☐ No loose wallpaper
- ☐ Free from holes
- ☐ No flaking, chipping, or peeling paint
- ☐ Free from water damage

For reasonable accommodations or alternative formats please call 311. People who are deaf or hard of hearing can use a relay service to call 311 at 612-673-3000. Para asistencia 612-673-2700. Rau kev pab 612-673-2800. Hadii aad Caawimaad u baahantahay 612-673-3500.

FLOORS

- ☐ In good repair
- ☐ No holes
- ☐ Structurally sound
- ☐ No trip hazards (i.e. torn carpet)

HALLWAY/STAIRS

- ☐ Clear pathway
- ☐ Handrails/guardrails securely attached
- ☐ Continuous guardrails required on open sides of landings/stairways 30 inches or more above grade
- ☐ Graspable handrails
- ☐ Floor covering should be intact and secured to stairs

SLEEPING ROOMS

- ☐ Proper egress window or door open to the outside required
- ☐ Floor space shall be no less than 70 square feet with a seven foot minimum width
- ☐ Minimum ceiling height of seven feet
- ☐ Proper light and ventilation
- ☐ Window treatments required
- ☐ Minimum of two duplex electrical outlets or one duplex outlet and one switched overhead light fixture required per sleeping room

WINDOWS

- ☐ No broken/cracked glass
- ☐ Easily openable and remains open without the use of a prop
- ☐ Locks required within 24 feet above grade
- ☐ Openable windows must have screens in good repair
- ☐ Storm windows required except on double pane glass or better
- ☐ Weathertight
- ☐ Window frame and sashes must be free of cracked, chipped, peeling, chalking, or flaking paint and caulk

DOORS

- ☐ Fits frame and closes and latches securely
- ☐ Proper working hardware
- ☐ Weathertight and rodent proof
- ☐ Unit exit and entrance doors require deadbolt locks
- ☐ Storm/screen doors are maintained in good condition with functioning closers

KITCHEN

- ☐ Cabinets and counters must be in good repair
- ☐ Hot (120 degrees) and cold running water with adequate pressure
- ☐ No loose or dripping faucets
- ☐ Drains must function properly, free of obstructions
- ☐ Appliances must be in working condition
- ☐ Appliances are plugged directly into outlets without the use of extension cords or adapters

- ☐ Gas appliances must be connected properly with approved fittings/connectors

BATHROOM

- ☐ Sink and tub/shower properly installed and maintained in good repair with caulking intact
- ☐ Toilet properly installed with all components intact and properly secured, maintained and functioning
- ☐ Faucets must have a minimum one inch gap above the spill line
- ☐ Light fixture required
- ☐ Bathroom cabinets must be in good repair
- ☐ No loose or leaking faucets
- ☐ Water-impervious flooring
- ☐ Mechanical venting must work if present
- ☐ Hot and cold running water with adequate pressure required to each fixture
- ☐ Window treatments required

Electrical, Mechanical & Plumbing

ELECTRICAL

- ☐ Adequate service and outlets
- ☐ Properly installed service panel
- ☐ Fixtures must be intact and properly functioning
- ☐ Extension cords cannot be used in lieu of permanent wiring
- ☐ Cover plates required on all outlets, switches, and junction boxes
- ☐ All wiring must be properly installed and maintained

MECHANICAL

- ☐ Heating facility must be properly installed and maintained
- ☐ Maintain interior temperature of 68 degrees from October to May
- ☐ Temporary heating devices shall not be used as primary source of heat
- ☐ Fuel burning facility must be connected to an approved chimney, flue, or vent
- ☐ A safety check of heating facilities over 10 years old is required every two years

PLUMBING

- ☐ Faucets must have a minimum one inch gap above the spill line
- ☐ All plumbing must be installed and maintained to code
- ☐ Gas flex connectors must be Underwriters Laboratory (UL) listed and approved
- ☐ Hot and cold running water with adequate pressure required to each fixture
- ☐ Waste lines must be properly installed and vented, "S" traps not allowed, no flexible waste lines
- ☐ Hand held showers must have backflow prevention

- ☐ No leaking faucets or pipes
- ☐ Unused gas & plumbing lines must be capped
- ☐ All pipes must be free from defects and obstruction, and properly secured

Fire Protection

GENERAL

- ☐ Storage of paint, paper, boxes, rags or other combustible/flammable material not allowed within 10 feet of gas-fired appliances (furnaces, water heaters, etc.)
- ☐ Path of egress shall not be blocked by debris, storage, trash, snow, ice or other obstruction
- ☐ Third floor units require a second means of egress
- ☐ All stairways require continuous, graspable handrails
- ☐ Buildings with three or more units require fire extinguishers
- ☐ If multiple units of a three unit or greater building lead into a common area, doors leading from the units shall have fire rated doors with closers

SMOKE DETECTORS

- ☐ All smoke detectors shall be installed to code and to manufacturer's requirements with working batteries and functional connections
- ☐ Locate at least one smoke detector on each level, not including crawl spaces and uninhabitable attics
- ☐ Locate a smoke detector within close proximity to the outside of sleeping rooms
- ☐ Any smoke detector located within 20 feet of a cooking appliance must be equipped with a silencing switch or be photoelectric

CARBON MONOXIDE DETECTORS

- ☐ All carbon monoxide detectors shall be installed to code and to manufacturer's requirements with working batteries and functional connections
- ☐ Locate carbon monoxide detectors within 10 feet of sleeping rooms

Occupancy

- ☐ Cellars/crawlspaces shall not be used as habitable space
- ☐ Basements and attics must meet all permit construction requirements for light, ventilation, egress, etc. prior to being used as habitable space

Permit Requirements

- ☐ Rental license must be current with fees paid and up to date contact information
- ☐ Electrical, plumbing, and mechanical work in rental property requires a licensed contractor
- ☐ Any structural alterations or changes in building configuration require a permit

- ☐ New dwelling units within existing buildings require zoning approval, plan review and proper permits *prior* to habitation
- ☐ When interior alterations, repairs or additions requiring a permit occur, the dwelling unit must be provided with smoke alarms located as required for *new* dwellings and the smoke alarms must be interconnected and hard wired. Exception: smoke alarms in existing areas shall not be required to be interconnected and hard wired where the alterations or repairs do not result in the removal of interior wall or ceiling finishes exposing the structure.
- ☐ Visit minneapolismn.gov/mdr/permits for other requirements or clarification

Required Posted Notices

ALL RENTAL PROPERTIES

- ☐ Who to Call poster
- ☐ Rental License Certificate

SHORT TERM RENTAL SPECIFIC

- ☐ Contact Information: Owner and Emergency
- ☐ Short Term Rental Certificate
- ☐ Floor plan indicating fire exits and escape routes

General Information

The above checklist is based on the Minneapolis Code of Ordinances—in particular, the Housing Maintenance Code, which can be found in Chapter 244.

For more information, please visit our website at minneapolismn.gov/rental-licenses where you can learn more about rental licensing, regulations, housing code and other helpful resources.

To report a problem, call 311 or dial 612-673-3000 if outside of the city limits.