



# Rental License Application

Rental licenses expire annually on October 31. Please complete entire application.

## For Office Use Only

RLIC# \_\_\_\_\_

Received By \_\_\_\_\_

Amount Paid \_\_\_\_\_

Date \_\_\_\_\_

Receipt # \_\_\_\_\_

## 1. Property Information

Rental Property Address \_\_\_\_\_

Apartment Complex Name (optional) \_\_\_\_\_

Type of rental (mark applicable circle):

- Duplex/Double Bungalow:  
One Unit Rented – \$57.50
- Duplex/Double Bungalow:  
Both Units Rented – \$65
- Condominium – \$50
- Townhome – \$50
- Single Family Home – \$50
- Building w/3 or more units –  
\$50/building + \$7.50/unit

## 2. Owner Information

Name of Owner(s) \_\_\_\_\_

Owner's Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ ZIP \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

## 3. Manager Information (or person responsible within 50 miles of rental property)

Name of Property Manager \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ ZIP \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

## Signature

*I certify that the above information is true and correct. I understand my signature as property manager will hold me responsible for the maintenance and management of said rental property, including legal action if necessary. All mailings from the Inspections Division including the annual rental license billing statement will be mailed to the appointed agent/contact person unless the Inspections Division is notified of any changes.*

I attest that I have (or will do so once prospective tenants are found) conducted criminal background checks on all prospective tenants for the property to which this license applies. **REQUIRED**

I attest that I have had (or will have if there are no current tenants) each of the tenants listed on the lease for the property to which this license applies sign the City of Hopkins Crime Free/Drug Free Lease Addendum. **REQUIRED**

**X** Signature of Owner \_\_\_\_\_ Date \_\_\_\_\_

**X** Signature of Property Manager \_\_\_\_\_ Date \_\_\_\_\_  
 (If different than owner)



### Rental License Fees (Rental year runs Nov 1–Oct 31)

Duplexes and Double Bungalows:

One unit rented, or intending to be rented during the rental license period.....	\$57.50
Both units rented, or intending to be rented, during the rental license period.....	\$65.00
Condominiums .....	\$50.00
Townhomes.....	\$50.00
Single Family Homes.....	\$50.00
Buildings with 3 or more units .....	\$50.00/building + \$7.50/unit

### Hopkins Apartment Managers' Association (HAMA)

The City of Hopkins mails HAMA agendas every other month to ALL rental property owners and/or managers. To reduce costs and use less paper, we would like to send these via email to the address(es) you have provided.

Please mark one of the following circles if you:

- would like to receive the agendas via email.
- would like to continue receiving paper copies by mail.
- wish to be removed from the HAMA agenda mailing list altogether.

*If you have not attended a HAMA Meeting, but would like to know more, please visit [www.hopkinsmn.com](http://www.hopkinsmn.com).*

### Please Note:

- A fee will be assessed per City Council Resolution.
- **Rental units may not be occupied without a rental license.**
- Please make necessary changes for accuracy of the information listed on this application for your property.
- If changes in management or partnership occur you must contact our office with the updated information.
- No license shall be assignable. **If any changes occur in ownership, units must be re-licensed.**
- **Payments received more than 30 days late will be doubled.**
- **Administrative citations starting at \$500 may be issued for non-payment.**
- Please be aware that information given on this form is considered public data under the MN Government Data Practices Act.

### Did you remember?

- Both boxes above your signature are checked.
- Owner or Manager/Contact person have signed the application.
- Correct payment is submitted.
- Check is payable to City of Hopkins.

**Mail to or drop off at:** City of Hopkins – Rental Licensing  
1010 1st St S  
Hopkins, MN 55343