

# City of Eden Prairie

14800 Scenic Heights Road

Eden Prairie, MN 55344

Eden Prairie Fire Prevention Bureau (952) 949-8335 or (952) 949-8356

## 2010 Rental Housing License Application



Date \_\_\_\_\_

**License Application Type:**

New

Annual Renewal

(License Period: January 1–December 31, 2010)

**Rental Property Type:**

Apartment Complex

Single Family

Duplex

Condo/Townhome

**Total Number of Rental Units at this Property:** \_\_\_\_\_

**Primary Address of Rental Property:**

Property Name If Applicable: \_\_\_\_\_

Address: \_\_\_\_\_

*(For properties with multiple addresses, please attach a separate sheet to list all addresses)*

**Property Owner Information:** (Name and address of **property owner**, not the rental property address)

Property Owner/Company \_\_\_\_\_

Contact Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone (\_\_\_\_) \_\_\_\_-\_\_\_\_ Alternate Phone (\_\_\_\_) \_\_\_\_-\_\_\_\_ Email \_\_\_\_\_

Check if you want mailings sent to Property Owner or  Check if you want mailings sent to Property Management Company

**Property Management Company / Local Contact Information:**

(Please do not list the property association group unless they are responsible for managing this rental property and the tenants)

Check if same as Property Owner

Property Company Name \_\_\_\_\_

Contact Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone (\_\_\_\_) \_\_\_\_-\_\_\_\_ Alternate Phone (\_\_\_\_) \_\_\_\_-\_\_\_\_ Email \_\_\_\_\_

(Over)

**2010 Annual Rental License Fees**

**Single Family, Duplex and Townhomes - Rental License Fees:**

- \$50.00 for each rental unit unless the owner has additional rental units located under the same roof.
- Fee for additional units under the same roof is \$9.00 for each additional unit.

**Apartment and Condominium Complexes - Rental License Fees:**

- \$50.00 for the first rental unit plus \$9.00 for each additional unit the property owner owns in the same complex.

**License Fee Worksheet**

- First rental unit fee per complex.....\$50.00
  - Additional rental unit fee for units located in the same complex or under the same roof.....(Number of additional units) \_\_\_\_\_ x \$9.00 = \$ \_\_\_\_\_
  - Additional rental units not in the same complex or under the same roof.....(Number of units)..... \_\_\_\_\_ x \$50.00 = \$ \_\_\_\_\_
- Total License Fee** \$ \_\_\_\_\_

*Please Note - The additional \$9.00 rental unit fee is for additional rental units located in the same multifamily complex or under the same roof. If you own additional rental property not under the same roof or in the same complex the fee is \$50.00 per rental unit.*

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.

**\*\*\*Unsigned Applications Will Be Returned\*\*\***

\_\_\_\_\_/\_\_\_\_\_  
**Applicant Signature/Date**

**Mailing Information**

**Checks Payable To:** City of Eden Prairie

**Mail Application and Fee to:** Eden Prairie Fire Department, Attn: Rental Licensing Information,  
14800 Scenic Heights Road, Eden Prairie, MN 55344

**For additional information visit:** [EdenPrairie.org](http://EdenPrairie.org) > City Departments > Fire Department > Rental Housing Information

*Please Note - When you pay 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.*

**For Office Use Only**

Date Application Received \_\_\_\_\_ Rental License Number \_\_\_\_\_

Date License Fee Processed \_\_\_\_\_ Property Inspected Y/N \_\_\_\_\_ Date \_\_\_\_\_

Check Number \_\_\_\_\_ Amount Received \$ \_\_\_\_\_

\_\_\_\_\_  
**License Approved By**

\_\_\_\_\_  
**Date Approved**