

City of Eden Prairie

14800 Scenic Heights Road

Eden Prairie, MN 55344

Eden Prairie Fire Prevention Bureau (952) 949-8335

2011 Rental Housing License Application



Date _____

License Application Type:

New

Annual Renewal

(License Period: January 1-December 31, 2011)

Rental Property Type:

Apartment Complex

Single Family

Duplex

Condo/Townhome

Total Number of Units Rented 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: _____

Last Name: _____ First Name _____ MI _____

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 Management Company _____

Last Name: _____ First Name _____ MI _____

Address _____

City _____ State _____ Zip _____

Phone (____) ____-____ Alternate Phone (____) ____-____ Email _____

(Over)

2011 Annual Rental License Fees

Single Family, Duplex and Townhomes - Rental License Fees:

- \$52.50 for each rental unit unless the owner has additional rental units located under the same roof.
- Fee for additional units under the same roof structure is \$9.00 for each additional unit.

Apartment and Condominium Complexes - Rental License Fees:

- \$52.50 for the first rental unit plus \$9.00 for each additional unit the property owner owns at the same multifamily complex.

License Fee Worksheet

- First rental unit fee per complex..... **\$ 52.50**
 - Additional rental unit fee for units located at the same complex or under the same roof structure... (Number of additional units) _____ x \$9.00 = \$ _____
 - Additional rental units not in the same complex or under the same roof structure..... (Number of units)..... _____ x \$52.50 = \$ _____
- Total License Fee \$ _____**

Please Note - The additional \$9.00 rental unit fee is for additional rental units located in the same multifamily apartment complex or under the same roof or structure. If you own additional rental property that is not under the same roof structure or in the same multifamily complex the fee is \$52.50 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 Full Name/Please Print

_____ / _____
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 > 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