

Application Form
STR

Inspections Services
Regulatory Services

505 South 4th Avenue, Room 510A
Minneapolis, MN 55415
Office 612-673-3000 or 311

minneapolismn.gov/short-term-rentals

Office Use Only

RLIC # _____

Amount _____

Tier _____

CSR Initials _____ Date _____



Application for a Short-term Rental

Short-term rental property address (include address number, street name, and directional, and apartment or unit number)

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

Owner or shareholder natural name

Corporation, LLC, or organization if applicable

Date of birth

Owner address (cannot be a PO Box or commercial mailing service)

City

State

Zip code

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 or contact		Date of birth	
Address (cannot be PO Box or commercial mailing service)		City	State
			Zip code
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 4 th 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 4 th Avenue, Room 510A Minneapolis, MN 55415 <i>MasterCard or Visa only</i> Card Number _____ Expiration Date _____ CVV _____

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

Short-Term Rental Property Management Plan

Rental property address (Include address number, street name, and directional, and apartment or unit number)

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 code

County

Mobile phone

Email

Emergency contact

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 code

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?

Acknowledgements

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)

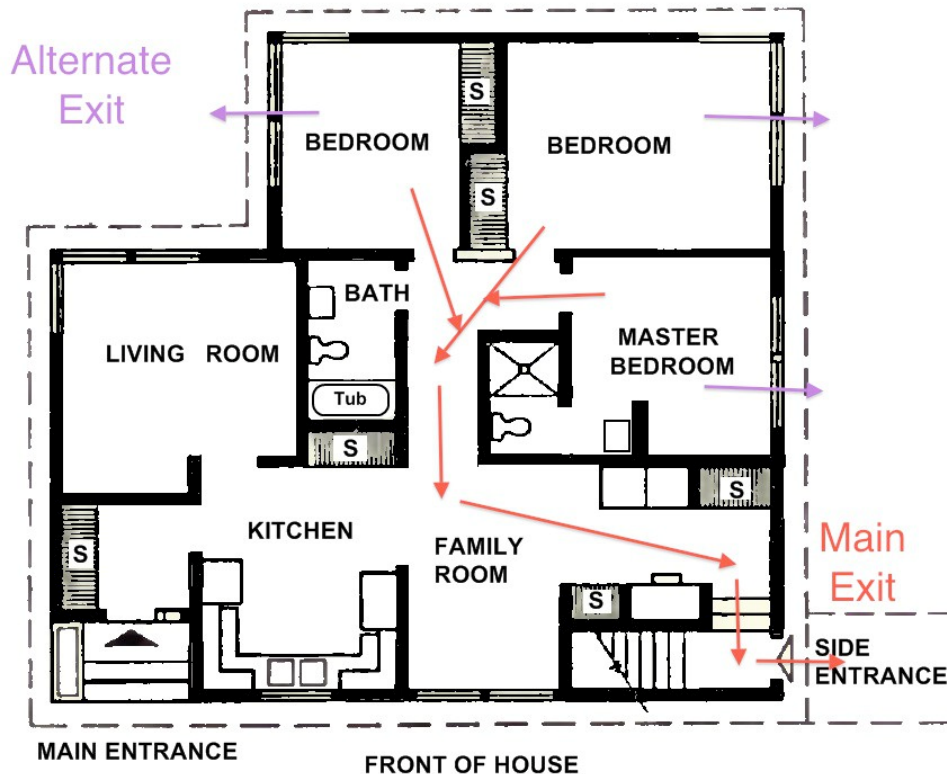
I, (print name) _____, an authorized property manager or owner, hereby acknowledge and agree to the following:

- 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/short-term-rentals

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