



Rental Licensing 763-923-7196 / [rmcmahon@ci.champlin.mn.us](mailto:rmcmahon@ci.champlin.mn.us)

## RENTAL LICENSE CHECKLIST

- Rental License - Renewal**
- Rental License - New**
  - Conversion fee applicable when a single-family dwelling is converted from owner occupied to a licensed rental.
- Rental License - Change of Ownership**
- Rental inspection.** A rental inspection is required for all new rental licenses. Inspections done every 3 years after initial inspection. Property owners will be notified when inspection is due.
- Crime Free Housing Training.** All property owners or an agent for the property must complete a training. Certification proving completion of this course must be provided within one year of issuance of a new license.
- Rental Density Cap.** No more than 10% of single-family lots on any block shall be eligible to obtain a rental license. Current rental density map can be located at the City of Champlin website.
- HOA.** Property owners are responsible for verifying any homeowner's association rental requirements or restrictions that apply to their property.

### ANNUAL RENTAL LICENSE FEE SCHEDULE

- New Single Family Dwelling conversion fee \$500 (includes license fee)
- Single Family Dwelling (SFD) - \$110 (renewal or change in ownership)
- DUPLEX - \$160
- TRI-PLEX - \$180
- 4-PLEX - \$200

LICENSE PERIOD APRIL 1st TO MARCH 31st

Non-Renewal Fee (every 30 days past due)	\$50.00
Single-family dwelling unit conversion missed inspection / reinspection fee	\$250.00
Missed Appointments:	\$100.00
Re-Inspections Over Initial Follow-up:	\$100.00

PLEASE RETURN COMPLETED RENTAL LICENSE APPLICATION AND  
CHECK PAYABLE TO THE CITY OF CHAMPLIN



# RENTAL LICENSE APPLICATION

RENTAL LICENSING, 763-923-7196

CITY CODE - SEC. 30-23. LICENSE: No person shall operate a rental dwelling or rental dwelling unit without first obtaining a license.

CITY CODE - SEC. 30-23 (D): A rental license is non-transferrable and shall expire on the date of ownership transfer.

**NEW LICENSE, CONVERSION**

**LICENSE RENEWAL**

**NEW LICENSE, CHANGE OF OWNERSHIP**

## RENTAL PROPERTY INFORMATION

**ADDRESS** \_\_\_\_\_

**PROPERTY ID #** \_\_\_\_\_

**TYPE OF DWELLING (CIRCLE ONE):** **SFD** **DUPLEX** **TRI-PLEX** **4-PLEX**

**NUMBER OF BEDROOMS PER UNIT** \_\_\_\_\_

## PROPERTY OWNER INFORMATION

**NAME** \_\_\_\_\_ **DATE OF BIRTH** \_\_\_\_\_

**MAILING ADDRESS** \_\_\_\_\_

**CITY, STATE, ZIP** \_\_\_\_\_

**PHONE NUMBER** \_\_\_\_\_ **EMERGENCY NUMBER** \_\_\_\_\_

**EMAIL** \_\_\_\_\_

## PROPERTY MANAGEMENT/AGENT INFORMATION

(REQUIRED IF OWNER DOES NOT LIVE WITHIN 50 MILES OF RENTAL PROPERTY)

**BUSINESS NAME** \_\_\_\_\_

**CONTACT NAME** \_\_\_\_\_

**MAILING ADDRESS** \_\_\_\_\_

**CITY, STATE, ZIP** \_\_\_\_\_

**PHONE NUMBER** \_\_\_\_\_ **EMERGENCY NUMBER** \_\_\_\_\_

**EMAIL** \_\_\_\_\_

**CITY OF CHAMPLIN**  
**LICENSE APPLICANT ACKNOWLEDGES THE FOLLOWING FOR:**  
**LICENSE PERIOD APRIL1 THROUGH MARCH 31**

<u>Initial</u>	<b>In Receipt of Rental Housing Ordinance</b>
<u>Initial</u>	<b>In Receipt of Property Maintenance Code 2006</b>
<u>Initial</u>	<b>It's the license applicant's responsibility to notify the city in writing of any: Change in agent's identity Change in Mailing addresses Any other changes in information on application</b>
<u>Initial</u>	<b>License applicant acknowledges any notice given by the City to license holder will be served by 1st class mail and will be sent to the most recent address of owner or agent on file.</b>
<u>Initial</u>	<b>Sec. 30-32 Penalties: A violation of provisions of this article is a misdemeanor. Such violations shall also be the basis for civil actions by the City as provided for in this article.</b>
<u>Initial</u>	<b>Sec. 30-33 No Retaliation: It shall be a violation of this article to retaliate in any manner against a tenant or occupant for reporting or in any manner participating in the enforcement of this article.</b>
<u>Initial</u>	<b>Sec. 30-23 Tenants must sign a "Lease Addendum for Crime Free/Drug Free housing" Licensee upon request must show proof of maintaining the document required.</b>
<u>Initial</u>	<b>Sec. 30-23 Licensee or agent must attend Crime Free Multi Housing training. Certification proving completion of this course must be provided with in one year of issuance of new license or renewing a license.</b>

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APPLICANT AFFIDAVIT: I hereby attest to the truth and accuracy of the information contained on this application.

\_\_\_\_\_  
Signature of Owner/Agent

\_\_\_\_\_  
Date \_\_\_\_\_

RETURN TO: City of Champlin, 11955 Champlin Drive, Champlin, MN 55316  
Attach additional paperwork as needed to complete application.  
Failure to license rental property is a misdemeanor.

**Government Data Practices Act – Tennessee Warning: The data you supply on this form will be used to process the rental license for which you are applying. You are not legally required to provide this data, but we will be unable to process the rental license without it. The data will constitute a public record if and when the rental license is granted.**