



## 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 APRIL 1 THROUGH MARCH 31**

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

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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 – Tennessean 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.**