

Year 2013

Registration Fee: \$40.00

Please complete both sides of application

APPLICATION FOR RENTAL REGISTRATION

City of Detroit Lakes
1025 Roosevelt Avenue, P.O. Box 647
Detroit Lakes, MN 56502-0647
(218)846-7130 •FAX (218)847-8969

1. Address of Rental Property: _____
2. Parcel Number of Rental Property: _____
3. Name, address, phone and FAX No. (if applicable) of each owner/partner/corporate office of above rental property:

(Use separate sheet for additional names)

4. Name, address, phone and FAX No. (if applicable) of caretaker/manager for above rental property: (Please note: If the owner lives more than 30 miles from the City of Detroit Lakes, there must be a designated property manager/caretaker to contact in case of emergency, etc.)

5. Name, address, phone and FAX No. (if applicable) of person authorized to make or order repairs or services (if different than owner or property manager).

6. Type of Dwelling: (Example: Owner occupied with a sleeping room is considered a two-family dwelling unit according to our office.)

One Family

Two Family

Multiple
Family

Mobile
Home

(Please note: If the rental unit is a mobile home outside a mobile home park, please include the year, make, model and serial number of trailer)

7. Total number of rental units at above listed rental property: _____
8. How many sleeping rooms are in this rental dwelling: _____
9. How many apartments/sleeping rooms are located in the basement of the rental property?

Basement Apartments

Basement Sleeping Rooms

10. Is off-street parking provided? Yes No Number of Spaces:
11. **NOTICE TO APPLICANTS:** **Number of Spaces:**

- A. The City Administrator must be notified, in writing, within five- (5) business days of any transfer of legal control.
- B. Copies of the Dwelling Maintenance Code, Chapter 1002, of the City Code, are available from the City of Detroit Lakes. Owners, agents and managers should become familiar with its provisions.
- C. Failure to register rental property after the due date will result in a late charge, which will be according to the Annual Registration Late Fee Schedule.

12. **APPLICATION**

The undersigned hereby applies for a rental dwelling registration as required by City Code, acknowledges that the provisions of the Rental Registration: Program have been reviewed and attests that the subject premises will be operated and maintained according to the requirements contained therein, subject to applicable sanctions and penalties. The undersigned further agrees that the subject premises may be inspected by the compliance official. The applicant further certifies that all statements and facts in this application are true and authorizes the City of Detroit Lakes to investigate any or all statements or facts contained herein; acknowledging that the misrepresentation or the omission of facts called for will be just cause for the disqualification or repeal of this registration.

SIGNATURE _____
Owner/Resident Agent.

DATE _____

NOTE: If application and payment is made After January 15, 2013, there will be a \$50.00 late fee bringing the rental registration fee to \$90.00. Thank you.