APPLICATION FOR RENTAL REGISTRATION
City of Detroit Lakes
Attn: Rental Registration
1025 Roosevelt Avenue, P.O. Box 647
Detroit Lakes, MN 56502-0647
(218)846-7128 • FAX (218)847-8969

Please complete BOTH sides of application. Rental Registration Certificate #_____

Registration Year: 2020 Registration Fee: See Below

Address of Rental Property: ______________________________

Parcel Number of Rental Property: ________________________

Name, address, phone and e-mail address of registered owner or corporate office of the above rental property:

Owner’s Name: _______________________________________
Owner’s Address: ____________________________________
________________________________________________________________

Manager’s Name: _______________________________________
Manager’s Address: ____________________________________
________________________________________________________________

Owner’s Phone #: _____________________________________
Owner’s E-mail Address: ________________________________

Name, address, phone and e-mail address of Local Property Manager for above rental property. (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.)

Manager’s Name: _______________________________________
Manager’s Address: ____________________________________
________________________________________________________________

Manager’s Phone Number: ________________________________
Manager’s E-mail Address: ________________________________

TYPE OF RENTAL PROPERTY:

☐ SINGLE FAMILY - $60

☐ TWO FAMILY - $75

☐ MOBLIE HOME - $60

  a. Year mobile home was manufactured? ____________
  b. Make of mobile home? ____________________________
  c. Model of mobile home? ____________________________
  d. Serial number of mobile home?____________________
MULTIPLE FAMILY (TRIPLEX, FOUR PLEX OR GREATER) - $45 plus $15/unit

Number of units which are (1 bedroom ______ 2 bedroom ______ 3 bedroom ______ Other ______)

$45 + ($15 x ______number of units) = $__________
{Example: $45 + ($15 x 4 units) = $105}

Address of Rental Property: ____________________________________________

Amount Enclosed = $__________

Please make check payable to City of Detroit Lakes and return to:

City of Detroit Lakes
Attn: Rental Registration
PO Box 647
Detroit Lakes, MN 56502

NOTICE TO APPLICANTS:

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 annual due date will result in a late charge, which will be according to the Annual Registration Late Fee Schedule.

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: _______________________________ Date: ________________

Owner/Resident Agent