

**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: 2024**

**Registration Fee: See Below**

**Address of Rental Property:** \_\_\_\_\_

**Parcel Number of Rental Property:** \_\_\_\_\_

**Is This a Short Term Rental?** 30 Days or Less  **Yes**  **No**

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

Owner's Name: \_\_\_\_\_

Owner'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** # of Bedrooms: \_\_\_\_\_

**TWO FAMILY - \$75** Unit 1 # of Bedrooms: \_\_\_\_\_ Unit 2 # of Bedrooms: \_\_\_\_\_

**MOBILE 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) - (MUST HAVE A KNOX BOX INSTALLED)**  
**\$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 course for the disqualification or repeal of this registration.

**SIGNATURE:** \_\_\_\_\_  
*Owner/Resident Agent*

**Date:** \_\_\_\_\_

## **RENTAL SAFETY GUIDELINES**

This list addresses some of the areas of safety that our Inspector will be looking for. If you check these items closely it will prevent delays in your Inspection process and registration will be easier to obtain.

### **Section 1: Basic Equipment and Facilities**

**Kitchen Sink** – Working condition, properly connected to water and sewer, hot and cold connections.

**Toilets** – Working condition, properly connected to water and sewer, does it afford privacy?

**Bath or Shower** – Working condition, properly connected to water and sewer, privacy, hot and cold connections.

**Garbage** – Adequate disposal facility, collection service.

**Smoke/Carbon Monoxide Detectors** - Smoke detectors shall be installed in hallways or access to sleeping areas, one in each sleeping area, and one on each level of rental unit and are they in working order? CO detectors are required in all rental units and shall be located within 10 feet of all sleeping rooms. All detectors shall be mounted where recommended by the manufacturer.

**Hot Water** – Water heater in working condition and properly connected to hot water lines. Gas heaters shall be equipped with dirt leg and overflow.

**Exits** – Is there a safe unobstructed egress and if basement, is there a second properly sized egress?

### **Section 2: Light, Ventilation and Heat**

**Emergency Exits** – Sleeping rooms have access to outside for each room with at least 5.7 sq. ft. of openable space, although there are some exceptions. **If windows are emergency exits do they meet code?**

**Ventilation** – 1 window or skylight that can be opened in each habitable room or other ventilation means present.

**Bathroom** – Light and ventilation can be artificial light and mechanical ventilation.

**Electric Outlets in Habitable Rooms** – At least two present. Ceiling or wall lights present in laundry, furnace and public halls. Are outlets in good/safe working order? Is access to a fuse or circuit box available to this unit? Bathroom, garage and kitchen require GFI outlets.

**Heating Facilities** – Are they properly installed and in good safe working order? Will heat unit safely and adequately heat all habitable rooms and bathroom to at least 70 degrees? Is there access to thermostat?

**Rodent Protection** – Are screens covering basement windows?

**Multiple Dwelling Units Only – (Over five units)** – Every hallway has light. Light switches are convenient. Are the stairways lighted? Are exit signs and emergency lighting fixtures installed where required by code and are they working properly?

### **Section 3: Maintenance Requirements**

**Foundation, Floor, Wall, Ceiling and Roof** – Foundation weather tight/rodent proof? Are all in good repair?

**Exterior Windows/Doors, Weather Tight** - Are they weather tight and rodent proof?

**Stairs and Porches in Good Condition** – If stairs have more than 3 risers is handrail present? Also porches over 30 inches off the ground must have 36 inch guard rails.

### **Section 4: Minimum Space, Use and Location Requirements**

**Living Space** – At least 150 sq. ft. floor space present with at least 100 additional sq. ft. for each other occupant.

**Sleeping Space** – At least 70 sq. ft. floor space with at least 40 extra sq. ft. for each other occupant.

**Toilet Facilities** – Easily accessible without traveling through a bedroom.

**Ceiling Height** – Greater than 7 ft. although a portion of the room may have a slanted ceiling.

**Basements** – Do floors and walls allow leakage?

**Entrance** – Does it have doors, locks, stairs? If stairs have more than 3 risers is a hand-rail present?

### **Section 5: Responsibilities of Owners and Occupants**

**Public Areas** – If more than 2 dwellings, public areas must be kept clean by owner. Is occupant keeping dwelling clean and sanitary?

**Rubbish** – Is occupant keeping rubbish in garbage or recycling bins? Is garbage being properly disposed of?

**Mold** – Condition contributing to mold shall be addressed by the responsible party. This office cannot identify mold or advise as to correction action. For more information you may contact MN Dept. of Health at 800-798-9050 or visit their website at [www.health.state.mn.us/divs/eh/indoorair/mold/renters.html](http://www.health.state.mn.us/divs/eh/indoorair/mold/renters.html)

**These items are minimum requirements. Inspector may note additional items as required by code.**

**PLEASE REMEMBER – AS OF 8-1-2009 ALL RENTAL UNITS ARE REQUIRED BY STATE STATUTE TO HAVE**

**CARBON MONOXIDE DETECTORS AS WELL AS SMOKE DETECTORS. Further information may be obtained from the Minnesota Department of Labor and Industry ([www.dli.gov](http://www.dli.gov))**