



If your current Rental License shows an expiration date of 12/31/2019 – this license expires at 12:00 AM on January 1, 2020.

**Renewal Applications are due November 1, 2019** (60 days prior to expiration.)

Listed below are the renewal fees:

	<b>Base License fee</b> <i>(if received by)</i> <b>November 1</b>	<b>If received</b> <i>(or re-submitted)</i> <b>AFTER November 15</b>	<b>If received</b> <i>(or re-submitted)</i> <b>AFTER December 1</b>
Single Family or ½ Duplex <i>(with one side owner occupied)</i>	\$125	\$225	\$325
Duplex or double bungalow <i>(Non-owner occupied)</i>	\$225	\$325	\$425
Three Unit Dwelling	\$300	\$400	\$500
Townhomes <i>(3 or more attached units)</i>	\$125	\$225	\$325
Apartments <i>(additional fire inspection fee if over 10 units)</i>	\$300 including first 3 units plus \$20 per unit	\$400	\$500
Fire Inspection Fee <i>(if over 10 units)</i>	\$125 per structure		

**Applications received that are incomplete, submitted with the wrong fee amount, not signed by the property owner(s), have past due utility balance, and/or prior year property taxes still due, will NOT be accepted. All Administrative Fees will apply if re-submitted past the due date.**





# City of Robbinsdale

4100 Lakeview Avenue North • Robbinsdale • Minnesota • 55422-2280

Rental & Code Enforcement

Phone (763)531-1267 • Fax (763)531-1200

[roce@ci.ROBBINSDALE.MN.US](mailto:roce@ci.ROBBINSDALE.MN.US)

Website [www.robbinsdalemn.com](http://www.robbinsdalemn.com)

## Submitting the Application:

You can submit your renewal application and license fee at the Robbinsdale City Hall, you can email it to [mrainbolt@ci.robbinsdale.mn.us](mailto:mrainbolt@ci.robbinsdale.mn.us), or [roce@ci.robbinsdale.mn.us](mailto:roce@ci.robbinsdale.mn.us), you can fax it to #763-531-1200, or you may mail it to:

City of Robbinsdale  
C/O Rental Renewal  
4100 Lakeview Ave N  
Robbinsdale, MN 55422

Check, Cash or Credit Cards are acceptable. If paying by Credit Card; we accept VISA, Master Card, American Express & Discover. Please be sure to use the "Credit Card Information" form attached to the Renewal Application and submit it with your application. *DO NOT WRITE YOUR CREDIT CARD NUMBER DIRECTLY ON THE LICENSE APPLICATION.* There is no additional fee for paying with a card. **Please allow up to 6 weeks for your payment to be processed;** as the application has various steps to go thru before payment is applied.

If you submit your renewal prior to receiving the form in the mail, please disregard the mailing.

All rental properties require a biennial rental inspection by the Housing Inspector. You will be notified by mail the month prior to when this inspection is due.

**• IF A RENTAL LICENSE HAS NOT BEEN RENEWED BY JANUARY 1, 2020 ANY RENTAL OCCUPANCY WILL BE UNLAWFUL AND A LEVEL 5 - \$400.00 CITATION CAN BE ISSUED TO THE PROPERTY OWNER (City Code 425.31)**

*If the status of your rental property has changed, or you have sold this property, please provide the information below and simply mail or email this sheet only to, [mrainbolt@ci.robbinsdale.mn.us](mailto:mrainbolt@ci.robbinsdale.mn.us) or [roce@ci.robbinsdale.mn.us](mailto:roce@ci.robbinsdale.mn.us).*

Thank you,

Maria Rainbolt  
Community Development  
Office Assistant

***Please fill out and return this sheet – only if you are NOT renewing your Rental License.***

I/we sold our property:

Location \_\_\_\_\_, Robbinsdale Date: \_\_\_\_\_

New owner(s) name(s) \_\_\_\_\_ Don't Know \_\_\_\_\_

New owner(s) intend to keep property as rental: Yes \_\_\_ No \_\_\_ Don't Know \_\_\_

We will discontinue Rental License because we now live on property \_\_\_ As of (date) \_\_\_\_\_

Signature(s): \_\_\_\_\_ Date: \_\_\_\_\_



### 2020/2021 Rental License Renewal Application

Rental Address:  ROBBINSDALE, MN 55422	License Number:
Number of Units:	Is One of the Units Owner Occupied: Yes <input type="checkbox"/> No <input type="checkbox"/>
Bi-Annual Licensing Year: 2020-2021	
This is to certify that the building located at the address above has been inspected and is in compliance with the applicable codes and ordinances of the City of Robbinsdale as determined by a visual inspection of the premises. This renewal application is for the 2020-2021 biennial rental license cycle. <b>Form must be completed &amp; submitted even if there are no changes.</b>	
<b>Fee Due by: November 1, 2019</b>	Renewal Fee: \$
<b>Renewals that are paid after November 15, 2019 are required to pay the following administrative fees:</b>	
<ul style="list-style-type: none"> <li>• If paid AFTER November 15, 2019 add \$100 to renewal fee</li> <li>• If paid AFTER December 1, 2019 add \$200 to renewal fee</li> </ul>	
<b>All applications and payments are due to the City of Robbinsdale by November 1, 2019</b>	
<b>All Information Below Must Be Completed (Please print legibly)</b>	
<b>Incomplete applications will not be accepted and administrative fees will apply if returned past the due date.</b>	
Owner/Business Name(s):	
Owner Address:	
City:	State: Zip Code:
Owner Email Address:	
Phone Number:	Alternate Phone Number:
Emergency Contact: <i>(Other than owner)</i>	Emergency Contact Phone Number: <i>(Must be provided)</i>
Do you have a Property Manager/Agent: Yes <input type="checkbox"/> No <input type="checkbox"/> <i>If you answered "No" skip to Applicant Signature.</i>	
Name of Property Management Company/Agent:	
Address of Property Manager/Agent:	
Property Manager/Agent Email Address:	
Property Manager/Agent Phone Number:	Alternate Phone Number:

**Applicant Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Applicant Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

- Make checks payable to the City of Robbinsdale and mail to: 4100 Lakeview Ave N, Robbinsdale, MN 55422.
- Or fax to #763-531-1200 or email to [roce@ci.robbinsdale.mn.us](mailto:roce@ci.robbinsdale.mn.us)
- To pay by credit card, complete the information on the attached page and submit with application.

**For City Use Only:** Denied/Reason \_\_\_\_\_

Utilities Current:	Added to renewal list
Yes: ___ No: ___ \$ Owed _____	Yes: ___ No: ___
Property Taxes Current:	Sent Rental License:
Yes: ___ No: ___ \$ Owed _____	Date: _____ O A

Renewal applications and fees are due by:

## November 1, 2019

*(Before administrative fees apply)*



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## CREDIT CARD INFORMATION

(We accept MasterCard, Visa, American Express and Discover)

**\*NOTE;** The City of Robbinsdale does not charge an additional fee when using a charge card\*

To make a payment by credit card, please provide the following information:

VISA     MASTER CARD     AMERICAN EXPRESS     DISCOVER

NAME AS SHOWN ON CARD: \_\_\_\_\_

CREDIT CARD ACCOUNT NUMBER: \_\_\_\_\_

CREDIT CARD EXPIRATION DATE: \_\_\_\_/\_\_\_\_

3 or 4 DIGIT SECURITY CODE FROM BACK (or front) OF CARD \_\_\_\_ \_

ZIP CODE ASSOCIATED WITH THIS CREDIT CARD: \_\_\_\_\_

**NOTE** – Please allow up to 6 weeks for the processing of your check/credit card payment. We receive many renewals in a short period of time and ample time is needed for processing. As long as payment is received before the due date of Nov. 15<sup>th</sup> – you will not be charged the late fee provided that the property taxes and utility bill are current for the rental unit(s).