



CITY OF NEW HOPE COMMUNITY DEVELOPMENT

4401 Xylon Ave N • New Hope MN 55428 • Phone: 763-531-5110 • Fax: 763-531-5136
• newhopemn.gov • rentallicenses@newhopemn.gov

RENTAL REGISTRATION APPLICATION (3+ UNITS)

PROCESS

- Social Security Number, Federal Tax or MN Business Tax ID is required for rental applications.
- The city of New Hope requires regular inspections for all rental properties within the city.

INCLUDE THE FOLLOWING ITEMS:

- ✓ Rental Registration Application (this sheet) filled out completely.
- ✓ Payment (see below)

License # _____

Received Application _____

Received Payment _____

For Office Use Only

PROPERTY INFORMATION

Complex Name: _____

Property Address(es): _____

Number of 1 Bedroom Units: _____ Number of 2 Bedroom Units: _____ Number of 3 Bedroom Units: _____

Other Units (describe): _____ Total Number of Units: _____

Main Contact for Property: Property Owner On-Site Property Manager

PROPERTY OWNER INFORMATION

Property Owner(s): _____

Company Name: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Phone: _____ Cell: _____

Email: _____

Social Security Number: _____ - _____ - _____

Federal Tax ID: _____ MN Business Tax ID: _____

ON-SITE PROPERTY MANAGER INFORMATION

Manager Name: _____

Company Name: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Phone: _____ Cell: _____

Email: _____

NOTICE TO OWNER (COMPLETED BY OWNER ONLY)

The undersigned hereby applies for a rental registration permit and acknowledges receipt of requirements expected to perform as described in the City Ordinance Code book; and attests the subject premises will be operated and maintained according to the requirements contained therein, subject to applicable sanctions and penalties. The undersigned further agrees the subject premises may be inspected by the compliance official.

Property Owner Signature: _____ Date: _____

NOTICE TO ON-SITE PROPERTY MANAGER

In cases where the owner of a rental dwelling does not reside in either Hennepin, Ramsey, Anoka, Carver, Dakota, Scott, or Washington County, the registration shall be made by an operator who shall be legally responsible for compliance with this and all other applicable ordinances and such operator shall reside within one of the aforementioned counties.

Property Manager Signature: _____ Date: _____



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TYPE OF LICENSE

- **Multifamily with Best Practices Program** – Rental properties with three or more units can qualify for the Best Practices Program. The purpose of the Best Practices program is to encourage good quality property maintenance and management at rental properties in New Hope. Participants benefit from a lower annual rental registration permit fee. Property managers or owners must submit a Best Practices Program application and the requested documentation needed to determine compliance with all program requirements.
- **Multifamily** – Does not include the Best Practices Program and is subject to the standard multifamily fee.

FEE SCHEDULE

<input type="checkbox"/> Multifamily with Best Practices Program I am paying the Best Practices registration fee, submitting a completed Best Practices application, and agree to adhere to all program requirements.	Base Fee	\$115 per building x _____ buildings
	Per Unit Fee	\$15 per unit x _____ units
<input type="checkbox"/> Multifamily I am not applying for the Best Practices Program and am paying the standard multifamily fee.	Base Fee	\$185 per building x _____ buildings
	Per Unit Fee	\$20 per unit x _____ units
Fees Due Upon Application (9001.4531)		

LICENSING

The city of New Hope requires all residential rental properties to register with the city annually. The purpose of the Rental Registration Permit Program is to help maintain the quality of the rental housing stock in the city and protect the city's neighborhoods. Rental properties with three or more units receive a one-year permit valid January 1 through the end of December. Once registered, rental property owners will be sent a renewal notice prior to the expiration of the registration permit. Rental property owners are responsible for contacting Community Development (763-531-5110) upon change of contact information, such as new address or new phone number.

INSPECTIONS

Approximately every three years, the city will contact multifamily rental property owners by mail to schedule an inspection. Property owners are responsible for contacting all tenants to notify them of the inspection. At the time of inspection, the city inspector may identify required corrections or repairs. The owner must complete the required corrections within 15 days of the initial inspection.

PAYMENT

- Check** (Make payable to City of New Hope. Mail Attn: Inspections Department to 4401 Xylon Ave N, New Hope, MN 55428)
- Credit Card** (Fill in information below)
 - Credit Card Number: _____ Expiration Date: _____
 - Billing Address: _____
 - Signature: _____ Name (Print): _____