



**Life Safety Division • City of Duluth Fire Department**

615 West First Street • Duluth, MN 55802

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Email: [lifesafety@duluthmn.gov](mailto:lifesafety@duluthmn.gov) • Website: [www.duluthmn.gov/fire/](http://www.duluthmn.gov/fire/)

## Multi-Dwelling - Rental License Application Form

IMPORTANT: READ ALL INFORMATION ON BACK OF SHEET BEFORE APPLYING FOR RENTAL LICENSE

Property Address: \_\_\_\_\_

Number of Units: \_\_\_\_\_

Rental License Base Fee:

\$ 325.00

\$40.00 Fee per Unit :

\_\_\_\_\_ \* \$40.00 =

\_\_\_\_\_

Make check payable to CITY OF DULUTH

TOTAL DUE:

Contact Information: It is the sole responsibility of the license holder to maintain, and update this office IN WRITING of all changes in your mailing address or phone number(s) to ensure all notices are received promptly. WE ARE NOT RESPONSIBLE FOR UNDELIVERABLE MAIL OR NOTICES THAT RESULT IN THE LOSS OF YOUR RENTAL LICENSE OR PENALTIES ISSUED AS A RESULT OF NONCOMPLIANCE ORDERS ISSUED.

**Owner Information:**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Preferred Phone: \_\_\_\_\_ Alternate Phone: \_\_\_\_\_

Email Address: \_\_\_\_\_

Manager shall be considered the owner's agent and will receive all documents including billing, correction orders, invoices and other correspondence per Sec. 29A-4. Service of notices and orders and Sec. 29A-29 Licenses-application, procedure, type. (Owner Initials Required) Yes \_\_\_\_\_ No \_\_\_\_\_

**Manager Information (A local manager is required if owner does not live within 25 miles):**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Preferred Phone: \_\_\_\_\_ Alternate Phone: \_\_\_\_\_

Email Address: \_\_\_\_\_



I hereby acknowledge that I have completed this application and state that the information contained therein is correct:

**Signature of Owner/Manager:** \_\_\_\_\_ **Date:** \_\_\_\_\_

NOTICE: The information provided in this application is a public record. Incomplete applications will not be accepted. Falsified information may result in revocation of license.

You are not allowed to rent or advertise this property until your license has been issued.

This application is for a license authorizing rental for periods of 30 days or more. For rental periods of less than 30 days, a vacation dwelling unit interim use permit is required, where codes allow.

City ordinance requires that before renting you obtain a rental license. You must submit a completed rental license application and the required fees. Once all information has been verified, a housing inspector will contact you to schedule an initial inspection of the property. The purpose of the inspection is to identify code corrections necessary. Upon verification that the property meets minimum housing code requirements, the rental license will be issued. If the inspector identifies code violations during the inspection, a re-inspection will be done to verify all corrections have been properly made.