



255 First Street East | Milaca, MN 56353  
 Phone: (320) 983-3141 | Fax 320-983-3142  
[www.cityofmilaca.org](http://www.cityofmilaca.org)

OFFICE USE ONLY	
Amount PD:	_____
Date Received:	_____
PID:	_____
Registration #:	_____

## RESIDENTIAL RENTAL REGISTRATION

Either a property owner or rental manager shall register all residential rental properties with the City of Milaca. Within 30 days of a transfer in ownership, change in rental manager, change in the number of units or change in dwelling occupancy from owner occupancy to rental tenant occupancy, the property owner or rental property manager shall complete and submit a registration form for every property affected by the above changes.

**Please complete one registration form for each residential rental property address.**

<b>APPLICANT/ REGISTRANT</b> <small>(person completing form)</small>	Name: _____  Address: _____  City: _____ State: _____ Zip: _____  Primary Phone: _____ Alternate Phone: _____  Email: _____
<b>RENTAL PROPERTY INFORMATION</b>	Address: _____  City: _____ State: _____ Zip: _____  Number of Rental Units: _____ Building Name (if applicable): _____  Type of Dwelling: <input type="checkbox"/> Single Family <input type="checkbox"/> Twin Home <input type="checkbox"/> Duplex <input type="checkbox"/> Apartment <input type="checkbox"/> Townhome
<b>RENTAL STATUS</b> <small>(indicate status of the property you are registering)</small>	<div style="display: flex; justify-content: space-between;"> <div><input type="checkbox"/> New Rental Registration</div> <div><input type="checkbox"/> Change of Rental Manager</div> <div><input type="checkbox"/> Change from Owner to Rental Occupancy</div> </div> <div style="display: flex; justify-content: space-between;"> <div><input type="checkbox"/> Change of Owner</div> <div><input type="checkbox"/> Change in Number of Units</div> </div> <p><input type="checkbox"/> <b>EXEMPT: State Licensed/Registered Home/PHA:</b> Enter License Number and provide applicable documentation (applies to properties currently licensed by State of Minnesota)            License/Registration #: _____</p> <p><input type="checkbox"/> <b>EXEMPT: Relative/Shared Living Space</b> (Complete Affidavit of Exemption attached &amp; return with Rental Registration form)</p>
<b>PROPERTY OWNER</b>	Name: _____  Address: _____  City: _____ State: _____ Zip: _____  Primary Phone: _____ Alternate Phone: _____  Email: _____

<b>RENTAL MANAGER</b>	<p><b>A rental manager is required.</b> A rental manager is any person who has been delegated by the residential rental property owner with the charge, care or control of a residential rental property and is able to respond in-person to issues related to the residential rental property. The <b>rental manager may be the same as the owner and/or applicant.</b></p> <p>Name: _____</p> <p>Address: _____</p> <p>City: _____ State: _____ Zip: _____</p> <p>Primary Phone: _____ Alternate Phone: _____</p> <p>Email: _____</p>
<b>REGISTRATION FEE</b>	<p><b>A Fee of \$25.00 per address for New Rental Registrations.</b></p> <p><b>Any Changes in Ownership, Rental Manager, Number of Units or Dwelling Occupancy from Owner Occupied to Rental Tenant Occupancy requires a new Residential Rental Registration form be completed and the applicable fee of \$25.00 per address paid.</b></p>
<b>QUESTIONS</b>	<ol style="list-style-type: none"> <li>1. <b>Is a criminal background check completed on each and every residential tenant?</b>  <input type="checkbox"/> YES   <input type="checkbox"/> NO</li>   <li>2. <b>Does a written lease exist for each and every residential property and dwelling thereon?</b>   <input type="checkbox"/> YES   <input type="checkbox"/> NO</li>   <li>3. <b>Does a written lease addendum commonly known as a “Drug Free/Crime Free Lease Addendum” exist for each and every written lease?</b>   <input type="checkbox"/> YES   <input type="checkbox"/> NO</li> </ol>

After completing the Residential Rental Registration form in its entirety, submit the form along with your payment to the City of Milaca, Attn: Rental Registration, 255 First St. E, Milaca, MN 56353.

**I certify the information contained on this form is true to the best of my knowledge; that I have read and understand the conditions under which my rental registration, if not exempt, may be suspended or revoked and that the rental property being registered complies with applicable codes and ordinances.**

\_\_\_\_\_  
Printed Name of Applicant/Registrant

\_\_\_\_\_  
Signature of Applicant/Registrant

\_\_\_\_\_  
Date