



Rental Registration  
 City of Moorhead – Neighborhood Services  
 500 Center Avenue, 4<sup>th</sup> Floor  
 Moorhead MN 56560

**Rental Property Information**

<b>Property Address:</b>			<b>Parcel Number:</b>		
<b>Single Family</b> <input type="checkbox"/>	<b>2 Units</b> <input type="checkbox"/>	<b>Multi Family</b> <input type="checkbox"/>	<b>Registration #</b>		

**Owner Information**

(If owned by a partnership or corporation, attach a list of all the partner's or shareholder's names & addresses)

Partnership or Corporation Name:

Owner Name:

Mailing Address:

City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP Code: \_\_\_\_\_

Daytime Phone: \_\_\_\_\_ Evening Phone: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

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

**Property Manager (There must be an owner or local property manager residing within Clay County MN or Cass County ND)**

Business Name:

Contact Person's Name:

Mailing Address:

City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP Code: \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

**Onsite Caretaker**

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

Daytime Phone: \_\_\_\_\_ Evening Phone: \_\_\_\_\_

**Fee Schedule**

<b>Owner Occupied +1 unit</b>	\$85	<b>11-15 Units</b>	\$275
<b>1 unit</b>	\$150	<b>16-30 units</b>	\$285
<b>2-4 units</b>	\$190	<b>31-45 units</b>	\$350
<b>5-10 units</b>	\$230	<b>46-59 units</b>	\$400
		<b>Over 60 units</b>	\$500

Payment		Make Checks Payable To:	Return to:
<b>Number of Units</b>	<b>Total Fee</b>	<b>City of Moorhead</b>	<b>Neighborhood Services 500 Center Ave, PO Box 779 Moorhead MN 56561</b>
\$250 penalty applies as and additional registration cost to properties with excess tenant and/or property maintenance violations on a per building basis			

**Notice to Applicants**

- The Rental Housing Office must be notified **within five (5) business days** of any transfer of legal control, such as contract for deed, lease to buy, etc., as well as change in the local caretaker/manager for each rental property.
- Failure to register rental property within 30-days after the due date will result in a late charge as per the annual registration late fee schedule. Also, if no registration/renewal of rental property is received, the property will be vacated as per Title 9 of the City Code.
- A maximum of four (4) *unrelated* individuals may occupy any rental unit at the same time, depending on square footage. The maximum occupancy for related individuals in each rental unit is based on square footage. If owners are not aware of the maximum occupancy loads for rental properties, please contact our office to obtain this information.
- A rental registration certificate will be mailed to you at a later date to be posted at all times in a visible location in the rental dwelling.
- The undersigned hereby applies for a rental dwelling registration as required by City Code and attests that the subject premises will be operated and maintained according to the City's requirements for rental property and understands they are subject to applicable sanctions and penalties if not in compliance. The undersigned further agrees that the subject premises may be inspected by the compliance official as provided in Title 9, Chapter 7 of the Moorhead City Code. The applicant further certifies that all statements and facts in this application are true and authorizes the City of Moorhead to investigate any or all statements or facts contained herein; acknowledging that misrepresentation or the omission of facts called for will be just cause for the revocation/suspension of this registration. Property taxes and other obligations to the City of Moorhead are current.

**Signatures**

<b>Owner Signature:</b>	<b>Date:</b>
<b>Resident Agent Signature:</b>	<b>Date:</b>

(Resident Agent is required if owner does not reside in Cass or Clay County. Resident agent must reside in Cass or Clay county and be over the age of 18)