



**RENTAL REGISTRATION
CITY OF MOORHEAD - NEIGHBORHOOD SERVICES
500 CENTER AVE., 4TH FLOOR
MOORHEAD MN 56560
(218) 299-5434**

Rental Property Address: _____ Moorhead, MN Registration No: _____ **(Office Use)**

1. PROPERTY INFORMATION: (Please Complete)

OWNER NAME & ADDRESS:

Phone Number _____

E-Mail: _____

If a Corporation or Partnership attach a list of all shareholders or partners.

Corporate Agent: _____
(First Name) (MI) (Last Name)

Date of Birth: ____/____/____

2. PROPERTY MANAGEMENT COMPANY: (Please complete)
(Co Name, Address, Phone Number, Contact Person)

Phone Number _____

E-Mail: _____

3. ON SITE CARETAKER: (if applicable): Name, Address and Phone Number

NEW RENTAL FEE CALCULATION:

_____ + [_____ unit(s) X \$ 10] = _____
Base Bldg Fee Base Unit Fee Total Fee

Building Size	Base Building Fee	Base Unit Fee
Owner-Occupied Single Family Dwelling with a Single Sleeping Room or Single Internal Apartment	\$50.00	\$10.00
1 - 4 Units	\$125.00	\$10.00
5 - 12 Units	\$150.00	\$10.00
13 or more Units	\$175.00	\$5.00

\$250 penalty applies as an additional registration cost to properties with excess tenant and/or property maintenance violations on a per building basis

EXISTING RENTAL PROPERTY-NEW OWNERSHIP:

Transfer Fee Calculation:

*****\$25 Base Bldg Fee*****

MAKE CHECKS PAYABLE TO: CITY OF MOORHEAD

RETURN TO: Neighborhood Services Division
500 Center Avenue
PO Box 779
Moorhead MN 56561

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.

Signature Owner: _____ **Date:** _____

Signature Resident Agent: _____ **Date:** _____

(Required if owner does not reside in Cass/Clay County. Resident agent must reside in Cass/Clay County and be over the age of 18) Resident agent must sign application)

FOR OFFICE USE ONLY

Date Received: _____

Date of Inspection: _____

Amount Paid _____ Ck # _____ Cash _____

Time of Inspection: _____

Date added to computer: _____

Inspected By: _____