

# ROSEVILLE Annual Rental Registration

**OFFICE USE ONLY**  
 Amount Paid: \_\_\_\_\_  
 Date: \_\_\_\_\_  
 Reg #: \_\_\_\_\_

COMMUNITY DEVELOPMENT DEPARTMENT • 2660 CIVIC CENTER DR. • ROSEVILLE, MN 55113  
[www.cityofroseville.com/rentalregistration](http://www.cityofroseville.com/rentalregistration) • [rentalhousing@cityofroseville.com](mailto:rentalhousing@cityofroseville.com) • 651-792-7013

- Annual Renewal/Registration fee is \$37. Renewals are due by registration annual expiration date.
- Register your rental property and pay online at: [www.cityofroseville.com/epermits](http://www.cityofroseville.com/epermits) or mail completed form(s) and fee (if applicable) to: Rental Registration, City of Roseville, 2660 Civic Center Dr., Roseville MN 55113
- Renewals received 30 days after expiration date incur \$35 late fee. (Late registration fee is \$72)

*Tennessee Notice: Some or all information you are asked to provide is classified by State law as either private, public, or confidential. The data will constitute a public record if and when the registration is granted. Our purpose and intended use of this information is to annually update our records and records of other governmental agencies required by law. If you refuse to supply the information, the registration may not be issued*

**Section 1 – Rental Unit Address • What is the street address of the property you are registering?**

Street Address \_\_\_\_\_  
 Unit # \_\_\_\_\_  
*One unit per form*

- REGISTER YOUR RENTAL PROPERTY AND PAY ONLINE AT: [www.cityofroseville.com/epermits](http://www.cityofroseville.com/epermits)
- OR Mail completed form(s) & fee (if applicable) to: Rental Registration, City of Roseville, 2660 Civic Center Dr., Roseville MN 55113
- If your property is **not** a rental or if you have recently sold the property, please check "No longer a Rental/Sold" and return form to us.

**Section 2 – Rental Status • Please indicate the status of the property you are registering.**

**REGISTRATION/RENEWAL: Complete All Sections**

Annual Registration - \$37

Renewals received 30 days after expiration date - \$72

- Your property must be registered as a **Rental** if it will be rented to a non-relative or non-group home provider. If the unit is currently vacant but typically rented, enter "Vacant" for "# of Renters." When the unit is rented, you must notify the City within 30 days with the number of renters.

No longer a Rental/Sold: Complete Sections 1, 2, & 6

- Exempt/Group Home: Enter License Number Below and Complete Sections 1, 2, 4/5, & 6 (No Fee Required)
- Applies to properties rented to/owned by group home provider currently licensed by the State of Minnesota. If the property becomes a rental, it must be registered with the City within 30 days.
- Group Home License #: \_\_\_\_\_
- Exempt/Relative: Complete Sections 1, 2, 4/5, & 6. Return w/Affidavit of Exemption on back of form (No Fee Required)
- Applies if **all** renters are related to the owner as a parent, child, sibling, grandparent, grandchild, step-grandparent, step-grandchild, step-parent, or step-child and the owner files an **Affidavit of Exemption** with the City. An affidavit must be filed whether or not the relative pays rent. If the property becomes rented to a non-relative, it must be registered with the City within 30 days.

**Section 3 – Rental Unit Information • Indicate the Number of Renters, Bedrooms, Baths, and Type of Dwelling.**

**Dwelling Unit Information**

# of Renters (Max of 4 unrelated adults/unit) \_\_\_\_\_

- If unit is typically rented but currently vacant, enter Vacant
- If occupied by more than 4 people related to each other, enter Family

# of Bedrooms \_\_\_\_\_ # of Bathrooms \_\_\_\_\_

**Type of Dwelling**

Single Family     Townhome     Twin Home (1/2 double dwelling)

Condo or Co-op     Duplex     Triplex     Fourplex

Short Term Rental (Examples: VRBO, Airbnb)

**Section 4 – Property Owner Information**  
*(This address will be the same as the rental unit address ONLY if renters & property owner live in the same unit.)*

Property Owner Name: \_\_\_\_\_ Co-Owner Name: \_\_\_\_\_

Street Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

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

**Section 5 – Designated Agent (OPTIONAL)**  
*(A Designated Agent can be any person authorized to make or order repairs or services on behalf of the Property Owner.)*

Company Name \_\_\_\_\_ Contact Name: \_\_\_\_\_

Street Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

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

**Section 6 – Property Owner Signature & Acknowledgement • Please SIGN and DATE - Unsigned forms will be returned.**

*I certify that the information contained in 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 unit being registered complies with applicable codes and ordinances. I hereby agree to notify the City within 30 days of any changes in ownership or type of occupancy.*

Printed Name of Owner, Partner, or Corporate Officer \_\_\_\_\_ Signature of Owner, Partner, or Corporate Officer \_\_\_\_\_ Date \_\_\_\_\_

Complete this side **ONLY**  
if renting to relatives.

### City of Roseville - Affidavit of Exemption

Affidavit of Exemption from Residential Rental Property Registration  
Pursuant to City Code Chapter 907

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Property owners claiming the relative/step-relative exemption from registering their rental property must complete the Affidavit of Exemption. When completed, please return with your completed Rental Registration Form.

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1. I, \_\_\_\_\_, am the owner of a rental dwelling unit, as defined  
*Rental Property Owner Name*  
in Chapter 907 of the City of Roseville City Code, located at \_\_\_\_\_  
*Rental Unit Address*  
in the City of Roseville, Minnesota.

2. I am exempt from the registration requirements of Chapter 907 of the City of Roseville City Code because all renters residing in the Rental Property are related to me as a parent, child, sibling, grandparent, grandchild, step-parent, step-child, step-grandparent, or step-grandchild.

3. The following renters reside in the Rental Property:

<u>Renter(s)</u>	<u>Relationship</u>
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

4. Other than those persons listed in this Affidavit, no other person resides at the Rental Property.

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**Printed Name – Rental Property Owner**

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**Signature – Rental Property Owner**

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**Date Submitted**