



Community Development Department
12800 Arbor Lakes Parkway, PO Box 1180
Maple Grove, MN 55311
763-494-6048

How to Obtain a Rental Dwelling License In the City of Maple Grove

License Requirements

Our objectives are to maintain quality rental units within the city and protect the health, safety and welfare of renters. No person shall operate a rental dwelling without a Rental Dwelling license.

No person shall operate a rental dwelling unit without first having obtained a rental dwelling license from the city. The license shall be issued once every three (3) calendar years, coincide with the 3-Year Maintenance Inspection to be done after the initial conversion inspection and shall expire on December 31 on the third year following the issuance of the license. License renewals for the following years shall be filed on or before December 15 prior to the license expiration date.

Who Needs a License?

Licenses shall be issued for a single rental dwelling unit in the case of a free standing dwelling, a condominium, a townhouse, a dwelling in a cooperative, or a dwelling in a non-residential structure; for a two-unit rental dwelling unit; or for an apartment building.

A rental license is **not** required for dwelling units occupied by an immediate relative. For the purpose of this exemption, relative shall be defined as a husband, wife, father, mother, son, daughter, brother, sister, grandson, granddaughter, niece, nephew, grandfather, or grandmother. The compliance official may require sufficient written proof from the owner stipulating the relationship and living agreements.

When more than one building containing rental dwelling units exists on one premise, a separate license shall be required for each building.

What Happens If I Don't Get a Rental Dwelling License?

A person who violates the provisions of this ordinance may be charged with a misdemeanor. Each day that a violation continues shall be deemed a separate offense. The compliance official may post the rental dwelling unit by appropriate signs or notices prohibiting occupancy, and may act to cause the rental dwelling unit to be vacated or remain vacant until a license and/or any violations are corrected.

Application Procedures

A rental license application can be obtained at the Community Development Department in the Maple Grove Government Center or by going online at <http://maplegrovern.gov/departments/community-development/rental-dwelling-licensing-program>. Included in the packet of information are the application, Certificate of Compliance-MN Dept of Revenue, Certificate of Compliance-MN Workers' Compensation Law, the Crime-Free/Drug-Free Housing lease addendum, the pre-inspection checklist and the Rental Housing Ordinance. The lease addendum is for your use only and is not currently required to be returned to the city.

- A rental dwelling license application is required to be submitted with the appropriate fees to the Community Development Department.
- The application must be completed with the owner's name, mailing address, phone number and agent information if you do not live in one of the counties listed on the application.
- A local agent is required if the property owner lives outside the Twin Cities Metropolitan area.
- A compliance inspection is scheduled for the property once a completed application and fee are received. The owner should contact the Rental Housing Assistant to schedule this inspection.

Questions: To obtain a rental dwelling license application or for more information on rental licensing, please call 763-494-6048, Monday through Friday, 8 a.m. to 4:30 p.m.

Rental Dwelling License Fees:

- **Single Family Dwelling/Condo/Twin Home/Townhome**
 - **\$225/unit for licenses applied for January 1 – June 30**
 - **\$187.50/unit for licenses applied for July 1 – December 31**
- **Rental Inspection Conversion Fee - \$100/unit**
A one time inspection fee charged prior to licensing single family attached or single family detached dwellings. This inspection and fee may be waived if the property is newly built or if it is a previous rental property that has had an inspection within the previous three years.
- **Apartments - \$150 per building, plus \$15 per unit**

Penalties:

- **License Renewals - \$25 for each 30 days after December 15, but no more than 60 days**
- **Re-inspection Fee - \$60** for each inspection after the 1st re-inspection where all items on the compliance order were not completed or if the owner failed to cancel scheduled inspection.
- **Reinstatement Fee - \$50** for rental dwelling licenses that have been suspended or revoked

A complete copy of the Maple Grove Rental Ordinance is available upon request or can be viewed online.

What You Need to Know

A postcard requesting you to contact the city to schedule an inspection will be sent to you after the rental application has been processed. (*State statute requires the owner or agent to contact the tenant prior to the inspection.*)

The owner/agent/owner's representative is required to be at the rental inspection. If one fails to meet the inspector a re-inspection fee will be charged.

Upon completion of the rental inspection, if there are items to be corrected, a copy of the compliance order is given to the owner, owner's representative, or agent with a time limit to comply with the order and schedule a reinspection. One extension of time will be granted at the discretion of the Community Development Director. Once the rental dwelling has passed inspection, a Rental Dwelling License will be issued.