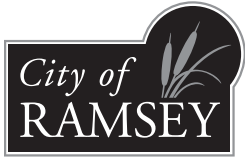


OFFICE USE Rental License Expiration Date _____



7550 Sunwood Drive NW
Ramsey, MN 55303
City Hall 763-427-1410
www.cityoframsey.com

2026 Rental Licensing Renewal Application

Thank you for investing in Ramsey! The Rental Licensing and Inspections Program is designed to assist you with the safety and maintenance of your property. This program is also valued by your tenants and neighbors. City staff are available as a resource to help ensure the success of your property. Please feel free to reach out if you have any questions regarding our program or this application packet.

Dana Verbeek, Rental Housing Inspector
763-433-9892 or dverbeek@cityoframsey.com

Kalia Lor, Planning Administrative Assistant
763-433-9824 or klor@cityoframsey.com

RENTAL PROPERTY ADDRESS

Address _____
Street/City/State/Zip

Apartment Building Name (if applicable) _____

2025 License Number _____ Current License Expiration Date _____

Return to the City by _____

This license renewal application is for rental housing units with a proper 2025 one-year license.

License renewal applications are due by the end of your license expiration month. Incomplete applications will not be accepted. This application form is only for one single-family home, townhome unit, or apartment/townhome complex. Please fill out another application form for each property. Please verify all information previously provided is still applicable. If any portion needs updating, please check the box and fill out a supplemental update form.

Please **return the completed** application packet to the City of Ramsey, in person, by mail, or via email.

Attn: Rental Licensing
7550 Sunwood Drive NW
Ramsey, MN 55303

RentalLicensing@CityOfRamsey.com

Previous Rental Inspection Date _____

OFFICE USE ONLY

	Date Received		Date Received
Application		Payment Type	
Fees & Signature		2026 License Number	
Tax Identification		Laserfische	
Workers' Compensation		Emailed Rental License	
Criminal Background			

Please review the information and check the appropriate box after each section.

OWNER INFORMATION

Name _____
First/Middle/Last

Business Name _____

Address _____

Email _____ Primary Phone _____

- ☐ I certify the above information is up to date.
- ☐ The above information needs to be corrected. Please fill out a [Contact Information Update Form](#).

PROPERTY MANAGER/CARETAKER INFORMATION

Name _____
First/Middle/Last

Company _____

Address _____

Email _____ Primary Phone _____

- ☐ I certify the above information is up to date.
- ☐ The above information needs to be corrected. Please fill out a [Contact Information Update Form](#).

PERSON WHO RECEIVED A CRIMINAL BACKGROUND INVESTIGATION

Name _____
First/Middle/Last

- ☐ I certify the above name is up to date.
- ☐ The above name needs to be corrected. Please fill out a [Criminal Background Update Form](#).
- ☐ I would like an updated background investigation on this person.
Please fill out a [Criminal Background Update Form](#).

People who would require a criminal background check include property managers, maintenance workers, caretakers, etc.

TAX IDENTIFICATION - (INDIVIDUAL AS OWNER OR BUSINESS ENTITY)

Name (if individual) _____
First/Middle/Last

Minnesota Tax ID Number _____ Federal Tax ID Number _____

- ☐ Social Security Number is on file.
- ☐ I certify the above information is up to date.
- ☐ The above information needs to be corrected. Please fill out a [Tax Identification Update Form](#).

WORKERS' COMPENSATION – FOR INSURED BUSINESS ENTITIES

Insurance Company Name _____ Phone _____

Policy Number _____ Dates of Coverage _____

- ☐ I certify the above information is up to date.
- ☐ The above information needs to be corrected. Please fill out a [Workers' Compensation Update Form](#).

WORKERS' COMPENSATION – INDIVIDUALS WHO ARE NOT INSURED

- ☐ I am self-insured (with a permit to self-insure)
- ☐ I have no employees who the Workers' Compensation Law covers
- ☐ I have no employees
- ☐ I certify the above information is up to date.
- ☐ The above information needs to be corrected. Please fill out a [Workers' Compensation Update Form](#).

RENTAL LICENSE APPLICATION – FEES

Single-Family Home, Duplex/Twinhome, or Townhome	\$200.00	\$ _____
Short-Term Rental	\$200.00	\$ _____

Apartments Number of Buildings _____ @ \$600.00 per Building		\$ _____
Plus Apartment Units..... Number of units _____ @ \$30.00 each		\$ _____

Late Fee.....\$100.00 \$ _____

Non-Refundable Fee Total (if paying by cash or check*)

\$ _____

Discount, submit your Crime Free Multi Housing Program or R-Home Training Certificate to receive \$50 off of your total

-\$ _____

If Paying with a Credit Card there may be a 3% Convenience Fee

Non-Refundable Fee Total (if paying by credit or debit card)

\$ _____

*Make payable to **CITY OF RAMSEY**.

Previous Rental Inspection Date _____

TENNESSEN WARNING

In connection with your request for a license, the City of Ramsey has asked that you provide information about yourself which is classified as either private or confidential by the Minnesota Government Data Practices Act (M.S.A. 13.04). This means that this data is not ordinarily available to the general public. Accordingly, the City is required to inform you of the following:

1. The purpose and intended use of the information requested is to determine if you are eligible for a license from the City of Ramsey.
2. You are not legally obligated to supply the requested information.
3. The known consequences of supplying the requested information is that the information or further investigation could disclose information which could cause your application to be denied.
4. The known consequences of refusing to supply the requested information is that your request for a license cannot be processed.
5. A criminal charge, arrest, or conviction will not necessarily bar you from obtaining a license with the City, unless the conviction is related to the matter for which the license is sought, according to Minnesota Statute 364.03, or subject to such other exceptions as are provided by law. However, failure to reveal the requested criminal information will be considered falsification of the application and may be used as grounds for the denial of the application.
6. Other governmental agencies necessary to process your application are authorized by law to receive the information provided.
7. The City may be required to furnish some of this information to the Minnesota Department of Revenue or other governmental agencies.

The undersigned, by signing this notice, acknowledges that he/she has read and understood the contents of this notice. The undersigned hereby applies for a rental dwelling license and acknowledges receipt of a copy of City Code Chapter 26, acknowledges the provisions of Rental Residential Dwelling Units Code have been reviewed; and attests the subject premises will be operated and maintained according to the requirements contained therein, subject to applicable sanctions and penalties The undersigned further agrees the subject premises will be inspected by the compliance official as provided in Chapter 26 of City Code. The undersigned hereby certifies that the information contained within this application is true and correct to the best of their knowledge:

Applicant Signature _____ Date _____