



Rental Registration  
 City of Moorhead – Neighborhood Services  
 403 Center Avenue Suite 122  
 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>Certificate # (office use only):</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:
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Primary Phone:                      Secondary Phone:

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:
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Email:                                      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 403 Center Ave, Suite 122, PO Box 779 Moorhead MN 56561</b>

**Notice to Applicants**

- City of Moorhead Rental Registration must be notified **within five (5) business days** of any transfer of legal control/ownership of the rental property, 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 may result in a late fee with the potential that property will be vacated as per Title 9 of the City Code.
- The maximum number of occupants in a rental unit is based on square footage of bedrooms or up to four unrelated adults. If owners are not aware of the maximum occupancy 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.
- Every owner or Property Manager is required by City Code to attend a Crime Free Multi-Housing class. Please call 218.299.5143 to register.
- You will automatically be registered for Rental Property Community e-Notifications. If you want to adjust your subscriptions, visit [cityofmoorhead.com](http://cityofmoorhead.com) and choose e-Notification.
- 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 at any time by the compliance official as provided in Title 9, Chapter 7 of the Moorhead City Code. The applicant further certifies and swears 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>Property Manager Signature:</b>	<b>Date:</b>

**Property Manager 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.**

**Reminder:** Pursuant to Minnesota State Statute 299C.67 to 299C.71, before you hire someone that is going to have access to your rental units, contact the Moorhead Police Department at 218. 299.5143 to have a Kari Koskinen Background Check completed at no charge.