

OFFICE USE ONLY

Rental No. _____

Date: _____



**Residential Rental
Property Registration**
City of Austin ♦ 500 4th Avenue NE
Austin, MN 55912

Pursuant to Austin City Ordinance §4.29 Residential Rental Property, either a residential rental property owner or rental manager must register all residential rental properties with the City of Austin. In the case of a transfer of ownership or change in rental manager or change in the number of rental units or change in dwelling occupancy from owner occupancy to rental tenant occupancy, the residential rental property owner or rental property manager must complete and submit a registration form for each and every residential rental property affected by the transfer.

Please complete one registration form for each residential rental property address.

- New Registration Change of Address/Phone Change of Owner
 Change in Number of Units Change of Rental Manager
 Change from Owner Occupancy to Rental Tenant Occupancy Renewal Registration

SECTION A. Registrant Information

First Name:	Middle Name	Last Name	
Street	City	State	ZIP
Home Phone	Work Phone	Cell Phone	
Email Address			

SECTION B. Property Information

Building Number	Street	City	State	Zip
Number of Rental Units:		Apartment Building Name:		

SECTION C: Property Owner

First Name (if natural person):	Middle Name:	Last Name:	
Business Name (if owner is a business):			
Street	City	State	Zip
Owner's Phone:	Email Address:		

SECTION D. Rental Manager

A rental manager is any natural person who has been delegated by the residential property owner the charge, care, or control of a residential rental property and is able to respond in person to issues related to the residential rental property. A RENTAL MANAGER IS REQUIRED. Each residential rental property owner shall appoint a rental manager upon whom the City may lawfully serve notices pertaining to the administration of this or any other chapter of the City Code or state or federal law, service of which shall be as effective as if made upon such residential rental property owner. The residential rental property owner may serve as the rental manager, provided all requirements of a rental manager prescribed within Austin City Ordinance §4.29 are met by the residential rental property owner.

First Name	Middle Name	Last Name	
Street	City	State	Zip
Home Phone:	Work Phone:	Cell Phone:	
Email Address:			

SECTION E. Survey

1. Does the residential property owner or rental manager conduct a criminal background check on each and every residential tenant? Yes No
2. Does a written lease exist for each and every residential rental property and unit dwelling thereon? Yes No
3. Does a written lease addendum commonly known as a "Drug Free/Crime Free Lease Addendum" exist for each and every written lease? Yes No
4. Has the landlord or rental property manager reviewed the Austin Good Neighbor Policies with the tenants? Yes No

SECTION F. Select Educational Program (Must choose one option.)

- Review handout provided by the Planning & Zoning Department
- Attend seminar in person or online

Government Data Practices Act: The data you supply on this form will be used to administer the rental housing program. Some of the data will be classified as public data. Private financial information including tax identification numbers and social security numbers are classified as private data and is available to governmental personnel and other governmental agencies whose access is necessary to perform their official duties.

I certify that the information provided on this form is accurate and complete. If I am signing on behalf of a business, I certify that I am authorized to sign on behalf of the business.

SIGNATURE

POSITION

DATE

Mail or fax completed application to:

Rental Registration
City of Austin
500 4th Avenue NE
Austin, MN 55912
507-437-7101 FAX