



City of Spring Lake Park  
Code Enforcement Division  
1301 81<sup>st</sup> Avenue NE  
Spring Lake Park, MN 55432  
763-784-6491 [www.slpmn.org](http://www.slpmn.org)

Office Use Only  
Amount Paid: \_\_\_\_\_  
Date: \_\_\_\_\_  
Receipt Number: \_\_\_\_\_

## 2025 RENTAL HOUSING LICENSE REGISTRATION

1. **Rental Property Address:** \_\_\_\_\_
2. **Owner:** \_\_\_\_\_  
Address: \_\_\_\_\_  
(No PO Boxes Permitted) City, State and Zip \_\_\_\_\_  
Phone: \_\_\_\_\_ Cell: \_\_\_\_\_  
Email: \_\_\_\_\_
3. **Property Agent/Manager:** \_\_\_\_\_  
Address: \_\_\_\_\_  
(No PO Boxes Permitted) City, State and Zip \_\_\_\_\_  
Phone: \_\_\_\_\_ Cell: \_\_\_\_\_  
Email: \_\_\_\_\_
4. **Type of Building:** **Single Family** \_\_\_\_\_ **Duplex (2 Units)** \_\_\_\_\_ **Multi Family (4 or more Units)** \_\_\_\_\_  
Conversion from Owner Occupied to \_\_\_\_\_ Number of Buildings \_\_\_\_\_  
Rental (Fee includes first Year Registration) \_\_\_\_\_ Number of Units: \_\_\_\_\_

Section 12.16.030 of the Spring Lake Park Code of Ordinances states that *No person shall operate a rental dwelling without first obtaining a license to do so from the City. The license shall be issued for a period of one (1) year. Each operating license shall expire on December 31st of each year. License renewals must be completed by December 31<sup>st</sup> of each year.*

- License applications and/or renewals must be completed by the owner or his/her constituted agent of the rental unit(s).
- Rental licenses are non-transferable. All City provided Utilities are the responsibility of the owner of record. Utilities must be active and sanitation services must be retained.
- All rental units must be registered every year they are in operation and inspected every two years for compliance.
- No license will be issued or renewed for a non-resident owner of a rental property, unless such owner designates in writing to the City, the name of their agent. The agent must reside within the Minneapolis/St. Paul area, and is responsible for the maintenance and upkeep and who is legally constituted and empowered to receive service of notice from the City of Spring Lake Park, and to accept all services of process pursuant to law.
- Any changes of resident or ownership of rental property must be in writing to the City of Spring Lake Park 14 days prior to such changes.
- Listing an Agent/Manager indicated on this application constitutes your acceptance full understanding of these terms.

I, the undersigned, have read the above requirements and agree to inspections, at all reasonable business hours by the City of Spring Lake Park and its appointed inspectors, and do hereby agree to maintain the above listed rental property according to all City Codes and Ordinances. This application is NOT a rental license. All rental license will be issued upon compliant inspection(s) and all fees are paid in full. I acknowledge my rental property must be brought into compliance and inspection scheduled within 30 days of my application date. When the correction orders are issued a reinspection may be required within 30 days of correction order notice. The owner and/or agent must call and schedule for reinspection immediately after corrections are completed.

\_\_\_\_\_  
Signature of Owner

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Agent/Manager

\_\_\_\_\_  
Date

## Spring Lake Park Rental Property Inspections and Licensing:

The City of Spring Lake Park requires that all rental property within the City be licensed. This includes apartment complexes, town homes, condominiums, duplexes and single-family rental dwellings. All dwellings that do not qualify for a homestead classification through the Anoka or Ramsey County Assessing Division are considered to be rental property and require a license. All rental licenses are renewed on an annual basis. The current licensing fee schedule is as follows:

- Single Family: \$250.00
- Duplex: \$325.00
- Apartment: \$500.00 per Building plus \$50.00 per Unit
- Rental Conversion Fee: \$1,000.00

Please note the rental license fee covers the initial inspection and one follow up. If the corrections have not been made at the follow up inspection, the rental property will go on the City Council Agenda for license revocation.

Any single-family home including townhomes, that wish to rent for the first time, are subject to a one-time rental conversion fee of \$1,000. The conversion fee includes the first year registration fee. Rental is defined as a structure being occupied by someone other than the owner of record on the Anoka/Ramsey County tax records database.

All Rental housing inspections are conducted in accordance with the adopted International Property Maintenance Code (2018 IPMC). Prepared forms, checklists and certificates will be used to provide for consistency and uniformity in licensing and inspection of rental properties. Property owners will be issued certificates of compliance based on the results of scheduled inspection. These compliance certificates will be the basis for the approval of the required rental license. The performance goal is to inspect all small rental property units such as single family, duplexes, and large properties such as apartment units every two (2) years.

All rental property is subject to a routine inspection. The inspections are conducted to ensure the housing stock is being maintained and to ensure a safe living environment for the citizens of our community.

To update information on your license (such as new mailing address or phone number), for more information on rental licenses or to obtain a rental license application, please contact City Hall at 763-784-6491 or [kpearson@slpmn.org](mailto:kpearson@slpmn.org).

**\*\*A new Housing Maintenance Inspection Policy was adopted on May 10, 2021. If you would like a copy please email [kpearson@slpmn.org](mailto:kpearson@slpmn.org) or it is on line at [www.slpmn.org](http://www.slpmn.org) under Code Enforcement then Rental Permits.**