

## LICENSING OF RENTAL PROPERTY Application Checklist

***Please note that your application will not be accepted in parts. You must be ready to present all five items IN PERSON at the Neighborhood Reinvestment Division counter located in City Hall BEFORE city staff will begin the process of licensing your rental property:***

- Item 1.** A completed *Rental License Application*.
- Item 2.** A completed *Criminal Background Investigation* form (both pages).
- Item 3.** A copy of your or your manager's *Crime-Free Rental Housing Phase 1* certificate (sometimes called *Crime-Free Multi-Housing Phase 1* certificate).

OR

A receipt or other documentation that you or your manager has registered for and will be attending an eight-hour training to earn a *Crime-Free Rental Housing Phase 1* certificate.

- Item 4.** Payment of all applicable license fees (see fee schedule).
- Item 5.** You must be prepared to present government issued picture identification (usually a Driver's License) at the time you turn in your application materials. Your ID will be photocopied and attached to the Criminal Background Investigation Form.

***Office hours for the Neighborhood Reinvestment Division are Monday through Friday, 8 a.m. – 4:30 p.m.***

Neighborhood Reinvestment Division – 763-767-6575 or 763-767-6420  
Coon Rapids City Website – <http://www.coonrapidsmn.gov>  
Email your questions to – [msmall@coonrapidsmn.gov](mailto:msmall@coonrapidsmn.gov)