



### 2024 RENTAL HOUSING LICENSE APPLICATION

OWNER INFORMATION: Name _____ Address _____ City/State/Zip _____ Email _____ Phone # _____	ALTERNATE CONTACT (required): Name _____ Address _____ City/State/Zip _____ Email _____ Phone # _____
Is all contact information, correct? yes <input type="checkbox"/> no <input type="checkbox"/>	

RENTAL REGISTRATION DUE DATE: **February 10, 2024**

Fees

**\$80 per unit (for any building or complex six units or less)**

**\$50 per unit (for any building or complex seven units or more)**

Property Address	# of units	Fee Amount	2 <sup>ND</sup> contact for this address (if different from above) Name/phone/email:	Office use only

**TOTAL (pages 1 & 3): \$ \_\_\_\_\_**

**(FOR ADDITIONAL PROPERTIES USE ADDITIONAL SHEET INCLUDED)**

Is the number of rental units listed for each property, correct? YES NO

Is the above listing of your rental properties correct and complete? YES NO

Do you own and rent out any residential properties in Worthington that are not listed above? YES NO

If you answered YES, list them on the attached sheet.

Before February 10, 2024, return this completed form along with your 2024 Rental Registration Fee to:

City of Worthington  
Attn: Rental Reg.  
303 9<sup>th</sup> Street  
PO Box 279  
Worthington, MN 56187

Make checks payable to:  
"City of Worthington"  
DO NOT MAIL CASH

If you wish to pay via Credit Card or Debit Card, please call our office: 507-372-8640.

There is an additional processing fee when paying via Credit Card or Debit Card.

If you would like your receipt emailed to you, please provide your email address here:

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Email

**RENEWAL LICENSE:**

- Failure to obtain a rental license will result in a citation and additional penalty fees.
- Owners must be current with the Worthington utility billing before your rental license can be issued.
- Owner shall schedule inspection as soon as possible.

**NOTICE TO APPLICANT:**

- Either owner or manager are to meet us on site for the inspection. Rental license shall be posted on site.
- The rental license and registration fee includes, one initial inspection and one re-inspection each year. Any subsequent inspections will be subject to penalty.
- Notify this office within 5 business days of any changes in property management or ownership.
- Applicants are allowed to re-schedule inspection dates twice before additional fees are charged.
- The Rental Housing ordinance and can be viewed online at [www.ci.worthington.mn.us](http://www.ci.worthington.mn.us). or at City Hall.

**I, THE UNDERSIGNED, HEREBY CERTIFY THAT I AM AUTHORIZED TO SIGN THIS RENTAL PROPERTY LICENSE APPLICATION FOR THE ABOVE PROPERTY AND THAT I AM IN COMPLIANCE WITH ALL RENTAL LICENSE REQUIREMENTS OUTLINED IN CITY OF WORTHINGTON CODE OF ORDINANCES, CHAPTER 150, AND THAT FAILURE TO COMPLY WITH ANY OF THESE REQUIREMENTS SHALL BE ADEQUATE GROUNDS FOR THE DENIAL, REFUSAL TO RENEW, REVOCATION, OR SUSPENSION OF MY RENTAL LICENSE.**

**For questions contact the Community Development Department during business hours (8:00 AM – 5:00 PM Monday – Friday) at 507 372-8640.**

Sign and date to  
complete registration:

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\* OWNER SIGNATURE

\* DATE

