

# APPLICATION FOR RENTAL REGISTRATION CERTIFICATE



City of Baxter  
Building Inspection Department  
13190 Memorywood Drive  
Baxter, MN 56425  
Phone: 218-454-5109  
Fax: 218-454-5103

Registration Fee: \$50.00 (Annually)  
Per Building

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Baxter City Ordinance 2005-11 (Housing Maintenance Code) requires the registration of all rental dwelling units. This Ordinance is effective January 2006. The following information is required by the City Ordinance.

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## APPLICATION MUST BE COMPLETED IN ITS ENTIRETY BEFORE REGISTRATION IS APPROVED

**SITE ADDRESS:** \_\_\_\_\_ Suite/Unit No.: \_\_\_\_\_

### OWNER INFORMATION:

Property Owner: \_\_\_\_\_ Home Phone: \_\_\_\_\_

Address: \_\_\_\_\_ Work Phone: \_\_\_\_\_

City, State, Zip \_\_\_\_\_

E-Mail Address: \_\_\_\_\_ Other Phone: \_\_\_\_\_

Designated Representative: \_\_\_\_\_ Home Phone: \_\_\_\_\_

Address: \_\_\_\_\_ Work Phone: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_ Other Phone: \_\_\_\_\_

### PROPERTY INFORMATION:

**Current Tenant:** \_\_\_\_\_ Home Phone: \_\_\_\_\_

Single Family \_\_\_\_\_ Duplex \_\_\_\_\_

Multi-Family (5+) \_\_\_\_\_ Triplex \_\_\_\_\_

Manufactured Home \_\_\_\_\_ Fourplex \_\_\_\_\_

Number of Units \_\_\_\_\_ Boarding Room \_\_\_\_\_

No. of Occupants \_\_\_\_\_

Current Number of Off Street Parking Stalls \_\_\_\_\_ (minimum stall size 9' x 20')

I hereby certify that all information contained herein is true and accurate and that failure to comply with these requirements may result in monetary fines or non-issuance of a license.

Applicant's Signature \_\_\_\_\_

Date: \_\_\_\_\_