



2026 Multi-Family Rental Registration Application

Government data practices act-Tennessee warning: The data you supply on this form will be used to process the registration permit you are applying for. You are not legally required to provide this data, but we will not be able to process the registration without it. The data will constitute a public record if and when the registration permit is granted.

PLEASE COMPLETE AN APPLICATION FOR EACH MULTI-FAMILY BUILDING YOU OWN OR MANAGE

Rental Property Information:

Rental Property Address: _____

Total No. of Dwelling Units: _____

Efficiency Units: _____ 1 Bedroom Units: _____ 2 Bedroom Units: _____ 3 Bedroom Units: _____

Proposed date for start of rental: _____

Rental Type: ☐ New Rental ☐ Existing Rental (renewal)

Property Owner Information (Registrant):

Owner Name (Registrant) _____

Owner's Mailing Address _____ City _____ State & Zip _____

Home or Business Phone: _____ Cell Phone: _____

Email: _____

Owner's Agent Information (Property Manager):

Name of Management Company: _____

Name of Manager _____

Manager's Mailing Address _____ City _____ State & Zip _____

Phone: _____ Email: _____

Emergency Contact/After Hours Contact: _____ Phone: _____

Inspections: By applying for this registration, I understand and agree that the subject rental property will be inspected by the City Building Inspector in accordance with Chapter 9, Section 910 of the Big Lake City Code. State law requires that tenants are notified in advance of all upcoming inspections (notification is the Owner/agents responsibility). The Owner or Owner's Agent must be present during this inspection. If there are items noted during the inspection that are not in compliance with city ordinances, they must be corrected within the time frame given by the Building Inspector. Properties that require follow-up inspections will be charged at the Building Inspector's hourly rate.

Landlords and Tenants: Right and Responsibilities: Certain rights and duties apply to landlords and tenants everywhere in Minnesota. A handbook to explain those rights and duties is available online at <http://www.ag.state.mn.us/brochures/pubLandlordtenants.pdf>

FEE SCHEDULE	New Construction- fee waived	Rental fees are not prorated
Registration fee- Up to 3 units		\$320.00
Registration fee- Each additional unit after 3 units		\$13.00 per unit
		3 Units \$ 320.00 (A)
Additional unit at \$13.00 each unit x _____ units = _____ (B)		
		Total Fee Due \$ _____ (A+B)

I hereby certify that I have read, examined, and agree with all of the information provided in this application and that the information provided is true and correct, and that providing false information will result in denial of the application.

Property Owner or Managing Agent (Print Name)

Property Owner or Managing Agent (Signature) Date

Office Use Only

Date Received: _____ Amount Received: _____ Cash/Check/CC: _____

The Building Inspector will inspect the structure in accordance to City Ordinance. Once the structure has passed inspection, a rental permit and Certificate of Compliance will be issued.

Please submit your completed application by email to Lisa Miller at lmiller@biglakemn.org.

Payment can be made securely online at www.biglakemn.org.

Alternatively, you may submit your application and payment by mail or drop it off in person at: **Big Lake City Hall** 160 Lake Street North Big Lake, MN 55309