



# Residential Rental Property Registration

<http://www.cityofardenhills.org/rental>

## Program Background

On June 8, 2009, the City of Arden Hills adopted an ordinance requiring property owners who rent property with fewer than five dwelling units to register with the City on an annual basis.

The purpose of this rental registration program is three-fold:

1. To track rental trends throughout the city.
2. To distribute educational information on city regulations and other information important for rental properties to tenants and property owners.
3. To maintain current contact information for the owners of rental properties.

The registration program will help to ensure that rental property in the City is properly maintained to the standards required for all residential properties.

## What types of rental properties are required to register?

Any property owner who rents as living quarters a property with less than five dwelling units is required to register. The following types of units must be registered if they are rented:

- SINGLE-FAMILY DWELLING
- DUPLEX
- TRIPLEX
- FOURPLEX
- TOWNHOME

## What types of rental properties are NOT required to register?

The following properties are exempt from registration:

- RENTAL PROPERTIES WITH FIVE OR MORE UNITS (APARTMENT BUILDINGS)
- OWNED OCCUPIED UNIT (IF THE OWNER LIVES IN THE UNIT WITH THE TENANT, REGISTRATION IS NOT REQUIRED)
- ON-CAMPUS COLLEGE HOUSING
- HOSPITAL UNITS
- NURSING HOME UNITS
- HOTELS OR MOTELS WITH DAILY RENTAL UNITS
- GROUP HOMES

## What is the fee?

The annual fee for rental registration is \$42 per rental unit (fee doubles for late registration). Registrations are good for one year and expire annually on December 31.

## How do I register my rental property?

1. Complete a Rental Registration Application for each rental unit. Applications are available at Arden Hills City Hall or on the City's website: <http://www.cityofardenhills.org/rental>
2. Mail, fax, or bring the completed application to:

RENTAL REGISTRATION  
 ARDEN HILLS CITY HALL  
 1245 WEST HIGHWAY 96  
 ARDEN HILLS, MN 55112  
 FAX: 651-634-5137

### Questions? Please contact:

City Planner  
 City of Arden Hills  
 1245 West Highway 96

Phone: 651-792-7800  
 Fax: 651-634-5137  
 E-mail: [rstreff@cityofardenhills.org](mailto:rstreff@cityofardenhills.org)



