



**126 N Marshall Ave**  
**Litchfield, MN 55355**  
**Phone: (320) 693-7201**  
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## RESIDENTIAL RENTAL REGISTRATION

Either a property owner or rental manager shall register all residential rental properties with the City of Litchfield. In the case of a transfer of ownership, change in rental manager, change in the number of rental units or change in dwelling occupancy from owner occupancy to rental tenant occupancy, the property owner or rental property manager shall complete and submit a registration form for every property affected by the transfer within thirty (30) days of the transfer.

Please complete one registration form for each residential rental property address.

**Check one of the following that applies:**

- |   |   |
|---|---|
| <input type="checkbox"/> New Rental Registration<br><input type="checkbox"/> Change of address/phone number<br><input type="checkbox"/> Change of owner | <input type="checkbox"/> Change of rental manager<br><input type="checkbox"/> Change in number of units<br><input type="checkbox"/> Change from owner to rental occupancy |
|---|---|

<b>APPLICANT/ REGISTRANT</b>  (person completing form)	Name: _____  Address Number/Street: _____  City: _____ State: _____ Zip: _____  Primary Phone: _____ Alternate Phone: _____  Email: _____
<b>RENTAL PROPERTY INFORMATION</b>	Address Number: _____ Street: _____ Zip: _____  Number of Rental Units: _____ Building Name (if applicable): _____
<b>PROPERTY OWNER</b>	Name: _____  Address Number/Street: _____  City: _____ State: _____ Zip: _____  Primary Phone: _____ Alternate Phone: _____  Email: _____

**RENTAL  
MANAGER**

**A rental manager is required.** A rental manager is any person who has been delegated by the residential rental property owner with the charge, care or control of a residential rental property and is able to respond in-person to issues related to the residential rental property. **The rental manager may be the same as the owner and/or applicant.**

Name: \_\_\_\_\_

Address Number/Street: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Primary Phone: \_\_\_\_\_ Alternate Phone: \_\_\_\_\_

Email: \_\_\_\_\_

I agree to receive all future notifications by email.

**After completing the Residential Rental Registration form in its entirety, submit it electronically to [cityhall@ci.litchfield.mn.us](mailto:cityhall@ci.litchfield.mn.us), fax to (320) 693-9134 or deliver to:**

Litchfield City Hall  
Attn: Rental Registration  
126 N Marshall Ave  
Litchfield, MN 55355

## CHAPTER 157: RENTAL PROPERTY REGISTRATION ORDINANCE

### Section

- 157.01 Purpose
- 157.02 Scope
- 157.03 Definitions
- 157.04 Rental Manager Required
- 157.05 Registration Application
- 157.06 Transfers and Changes
- 157.07 Registration Fee
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### § 157.01 PURPOSE.

The city intends to use the information collected to quantify the amount of rental housing available in the city, and to track the needs and availability of rental housing as the population and needs of the city change. This information is also intended to be used to enforce city ordinances that relate to the safety and condition of the rental units.

(Ord. 774, passed 1-04-2016)

### § 157.02 SCOPE.

The provisions of this chapter shall apply to all buildings or portions thereof used, or designed or intended to be let for human habitation. Rest homes, convalescent homes, licensed group homes, nursing homes, hotels, and motels are exempt from the provisions of this chapter.

(Ord. 774, passed 1-04-2016)

### § 157.03 DEFINITIONS.

For the purposes of this chapter, the following definitions shall apply unless the context clearly indicates or requires a different meaning:

***APARTMENT BUILDING.*** A multi-family building containing dwelling units in a stacked configuration, having common walls and floors/ceilings.

***APPLICANT.*** A natural person completing the registration form prescribed herein.

***CITY.*** The City of Litchfield, Minnesota.

**DWELLING.** A building wholly or partly used or intended to be used for living, sleeping, cooking, or eating purposes by human occupants, but not including hotels and motels.

**DWELLING UNIT OR RENTAL UNIT.** A room or group of rooms located within a dwelling or apartment building which are used or intended to be used for living, sleeping, cooking and eating purposes.

**LET.** To give the use of a dwelling, dwelling unit or rooming unit by an owner or manager to an occupant in return for rent.

**MANAGER.** A person who has the charge, care, or control of a building or part thereof in which dwelling units or rooming units are let on behalf of the owner, and is able to respond in person to issues related to the rental property.

**OCCUPANT.** Any person living, sleeping, cooking, or eating in, or having actual possession of, dwelling unit or rooming unit.

**OWNER.** A person, firm, or corporation who, alone, jointly or severally with others, owns or has an ownership interest in a dwelling, dwelling unit or rooming unit within the city. Owner shall include any agent or manager designated by the owner to be responsible for the rental property, but the owner shall remain responsible for full compliance with this chapter.

**PREMISES.** Includes the dwelling and its land and all buildings thereon and areas thereof.

**RENT.** A stated return or payment for the temporary possession of a dwelling, dwelling unit or rooming unit. The return or payment may be money, service, property, or other valuable consideration.

**RENTAL PROPERTY.** Any dwelling, dwelling unit, rooming unit, or multiples thereof on one property and the related premises which are subject to this chapter.

**ROOMING UNIT.** A room or group of rooms forming a single habitable unit used or intended to be used for living and sleeping, but not for cooking purposes, along with private or shared sanitation facilities.

**TENANT.** A person who does not own, but occupies a dwelling unit or rental unit for payment of a fee or other compensation to the owner under a lease or contract, written or verbal.

**MEANING OF CERTAIN WORDS.** Words in the singular include the plural and the plural the singular. When a specific position is identified, such as Code Enforcement Officer, it shall include designated agents. Whenever a specific place is referred to, it shall be construed to include any part of the said location.

(Ord. 774, passed 1-04-2016)

**§ 157.04 RENTAL MANAGER REQUIRED.**

Each owner of rental property shall appoint a rental manager upon whom the city may lawfully serve notices pertaining to the administration of this or any other chapter of the city code or state or federal law, service of which shall be as effective as if made upon such rental property owner.

The owner may serve as the manager, provided all requirements of a manager prescribed within this chapter are met by the owner.  
(Ord. 774, passed 1-04-2016)

**§ 157.05 REGISTRATION APPLICATION.**

The owner or manager of any rental property intended to be let or currently being let shall register the rental property with the city by June 30, 2016. After June 30, 2016, the application shall be filed with the city at least 30 days prior to any rental property being let.

Registration of each rental property shall be made on a separate form provided by the city, and shall include the following information:

- (1) The name, address, telephone and email address (if applicable) of the owner and manager of the rental property;
- (2) The name, address, telephone and email address (if applicable) of the person completing the registration form;
- (3) The name of the rental property complex, if applicable;
- (4) The rental property building type, number of rental property units, and address of the rental property.

(Ord. 774, passed 1-04-2016)

**§ 157.06 TRANSFERS AND CHANGES.**

Within 30 days of transfer of ownership, change in manager, change in number of rental units, or a change in dwelling occupancy from owner-occupant to non-owner-occupant, the owner or manager shall complete and submit a registration application for any rental property affected by the transfer or change.

Owners or managers shall provide the full names, telephone numbers addresses, and e-mail addresses (if known) of the principal tenant of all Rental Units to the Code Enforcement Officer as soon as possible upon request, but no later than 5 days after receiving the request. Owners or managers shall also notify the Code Enforcement Officer within 10 days if the rental unit is vacant.  
(Ord. 774, passed 1-04-2016)

**§ 157.07 REGISTRATION FEE.**

The registration fee shall be set by the city in an ordinance adopting the city's fees schedule. The fee, if any, shall be paid at the time the registration form is submitted to the city. (Ord. 774, passed 1-04-2016)

**§ 157.08 VIOLATIONS.**

It is unlawful for any person to operate or cause to be operated any rental property in the city without first registering the property with the city as set forth herein.

It is unlawful for any person to provide false information on the prescribed registration form.

It is unlawful to fail to submit a new application as required in section 5.1 herein or to fail to provide the principal tenant's information as required in section 5.2 herein. (Ord. 774, passed 1-04-2016)

**§ 157.09 PENALTIES.**

The first violation by an individual of any of the provisions of this chapter within any 24 month period shall be considered a petty misdemeanor. Any subsequent offenses by the same person for any violation of this chapter within 24 months of a previous conviction shall be a misdemeanor.

Each day that a violation continues shall be a separate punishable offense. (Ord. 774, passed 1-04-2016)