

Greenwood Rental Housing Registration and Licensing Application



The city of Greenwood has determined that rental property registration, licensing, and minimum regulations governing the conditions and maintenance of rental properties, buildings, and structures are necessary to provide standards for the supply of utilities and facilities and other physical conditions essential to ensure that rental structures are safe, sanitary, and fit for human occupation and use; and where necessary to empower the city to condemn rental buildings and structure which are unfit for human occupancy and use and to demolish.

No person shall operate, let, or cause to be let any premises which is intended to be used as habitable space, as defined under the IPM code, which has not been first registered with the office of the city clerk pursuant to this section and a valid license therefore obtained.

A person desiring to register a habitable space as a dwelling unit shall submit the following information to the city clerk:

If you prefer to complete this form electronically, it is available for downloading at greenwoodmn.gov.

Date application submitted	
Address of rental property	
Name, address, and telephone numbers of all owners of the premises. If the owner is a partnership, the applicant shall provide the names, addresses, and telephone numbers of a designated property manager and all officers and directors of the corporation.	
Owner full name <i>(first, middle, last)</i>	
Home address of owner	
Telephone number	
2nd owner (if any) full name <i>(first, middle, last)</i>	
Home address of owner	
Telephone number	
Designated Property Manager (if any)	
Address of Manager <i>(if any)</i>	
Telephone number of Property Manager	

The following additional information must be included with this application ...

- A floor plan of the premises to be licensed, identifying all sleeping areas, kitchens, bathrooms dining rooms, living rooms, and the intended uses of all other spaces (not required for single family residences).
- A check in the amount of **\$50 per unit** made payable to the City of Greenwood. (32180)

ACKNOWLEDGEMENTS:

I acknowledge and agree that the city may, at its sole election, enter the premises for the purpose of inspecting the property and / or demanding that the property owner / applicant / license holder submit to the city a written report from a certified property evaluator verifying that the dwelling unit meets all the applicable requirement of the IPM code.

I further acknowledge the following ...

Motor Vehicles. *The maximum number of motor vehicles permitted to be parked, placed, or stored on any premises outside of a garage shall be no more than 2 motor vehicles per dwelling unit per premises.*

Lease Term. *In no event shall a residential rental property leasehold or sub-leasehold be for an initial term of less than 30 days, nor may such properties be leased to more than 3 tenant occupant groups in any calendar year.*

License Renewal. *License renewal requests shall be made on or before November 1 annually.*

Applicant Signature:	Date:
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Updated 09.08.24