



Are you ready to apply for a Rental License?

Per City Code, “For all initial applicants, if the rental license is not issued **within 60 calendar days** of the date that both the rental license application and license fee is received, the application will be cancelled. Therefore, the applicant must re-apply by completing the license application again and paying the required license fee and any additional fees if applicable”.

Step 1: Verify Ownership:

If property was recently purchased, has your ownership been confirmed by Hennepin County? City Code requires a rental license be held by the owner of the property.

To verify ownership, go to <http://www16.co.hennepin.mn.us/pins/addrsrch.jsp>

It can take 3-5 weeks after the closing for Hennepin County to update ownership. If it is not updated, you can contact Hennepin County Recorder’s office at 612-348-5139.

If your rental property is associated with a business, then the business must be registered and active, with the Minnesota Secretary of State. Verify at:

<https://mblsportal.sos.state.mn.us/Business/Search>

Step 2: Fill out application (2 pages) and make payment:

By mail with a check or by email with a credit card.

https://www.bloomingtonmn.gov/sites/default/files/rental_housing_application.pdf

Step 3: Schedule and Pass a Rental Inspection:

Review the Checklist found on the City of Bloomington website, www.bloomingtonmn.gov/housing “A Practical Guide to the Housing Maintenance Code”.

Contact Environmental Health at [952-563-8934](tel:952-563-8934) to schedule an inspection.

Renting the property cannot occur until a license is issued