



Rental Housing Registration Form

All residential rental properties are required to be registered annually with the City of Clearwater prior to July 1 of each year or 30 days prior to the initial rental for a new registration. Please complete this registration form and return it to City Hall.

Is this a new registration or renewal? New Renewal Date: _____

Property Owner Information

Rental Property Address: _____ Clearwater, MN 55320

- Single Family Home
 Duplex/Twin Home Unit Numbers: _____
 Apartment Building How Many Units? _____ Unit Numbers: _____
 Other _____

Owner(s) Name: _____

Owner(s) Address: _____

Owner(s) Phone: _____

Is the property owned by a business? Yes No If yes, select business type:

- Sole Proprietor Partnership Corporation LLC Other _____

Business Name: _____

Business Address: _____

Business Phone: _____

Contact Person: _____

Legal Process

Please provide the contact information for the agent assigned to accept service of process and to receive or give receipt for notices related to the city's rental housing ordinance:

Agent Name: _____

Agent Address: _____

Agent Phone: _____

Maintenance/Onsite Management

Please provide the contact information for the property manager or maintenance contact for the property:

Name: _____

Title: _____

Address: _____

Phone: _____

Email: _____

I hereby certify that the information on this form is true and accurate. I affirm that the property is in compliance with the City Code. I acknowledge that I was directed to review the provisions of the Rental Ordinance found in Chapter 8 of the City Code, which may be viewed on the city's website www.clearwatercity.com.

Property Owner/Authorized Agent Signature

Date

Please submit completed forms and payment to City Hall:

- Email to strottier@clearwatercity.com or
- Mail to PO Box 9, Clearwater, MN 55320 or
- In person at 605 County Rd 75, Clearwater, MN 55320 or
- Drop in outside drop box near rear parking lot at 605 County Rd 75, Clearwater, MN 55320.

Annual Registration Fee: \$75

Registration Fees may be paid by cash, check payable to City of Clearwater, or credit card.

City Use Only

Is the registration form filled out completely? Yes No

Does the property have any active city code violations? Yes No

Registration Fee Amount: _____ Date Paid: _____

Paid by _____ cash _____ check # _____ _____ credit/debit card

Certificate Issued: _____

Certificate Denied: _____

Reason for Denial: _____