



BUILDING SAFETY DEPARTMENT
HOUSING INSPECTION SERVICES DIVISION
 2122 Campus Drive SE Suite 300
 Rochester, MN 55904
 Phone: 507-328-2600
 Office Hours: Monday – Friday 8 am – 5 pm
rbsrental@rochestermn.gov
www.rochestermn.gov/BuildingSafety

RENTAL PROPERTY Application

Office Use Only	(06/19)
Cert. No. _____	

- New Usage
 Change of Ownership
 Change of Property Manager
 Owner Occupies One Unit

Rental Property Address

_____ Number _____ Street _____ Suite/Unit No.

Applicant is: Owner Manager

Type of Building

- Single Family Dwelling Two Family Dwelling
 Apartment Building _____ Number of Units
 Condominium Unit _____ Number of other units owned at this same complex
 Address(es) of: _____
 Rooming Units _____ Number of Units

Owner(s)

Business Name: _____ Driver's Lic. No. _____

Name: _____ Date of Birth: _____

Owner/COO Last First MI mm/dd/yyyy

Address: _____

Street (PO box or Mail Service not acceptable) City State Zip

Phone: _____ Email: _____

Manager

Required if owner resides outside 8 county area. Resident manager must reside within listed 8 county area. (Houston, Winona, Fillmore, Olmsted, Goodhue, Dodge, Mower or Wabasha) See RCO Chapter 7-5 Sec.7-5-1(e)

Business Name: _____

Name: _____

Owner/COO Last First MI

Address: _____

Street (PO box or Mail Service not acceptable) City State Zip

Phone: _____ Email: _____

Fees Due Fees are non-refundable RCO Chapter 7-5 Sec. 7-5-16	Housing	\$	(\$90 per bldg; \$30 per unit) (one-time initial fee)	Zoning Approval	
	Zoning	\$		Zoning District	
	Transfer Fee	\$		Certificate No.	
	Late Fee	\$		Approved by	
	Total	\$		Comments	

I acknowledge that I have reviewed and understand the provisions of this application. I intend to abide by the provisions of RCO 38.04 and I will include reference to this chapter of the RCO in any written lease used in renting the property. I understand that either the owner or manager of record only may escort the Inspectors on the property.

Signature of Owner _____ Date _____

Signature of Property Manager _____ Date _____