



CITY OF FERGUS FALLS
2025 RENTAL REGISTRATION APPLICATION

112 W Washington Ave Fergus Falls, MN 56537
218-332-5551 Email: rentals@fergusfallsmn.gov

Rental Address: _____ Parcel ID: _____

Total number of rental units at this address: _____ Is this property exempt? Yes ___ No ___

Type of Rental: Single Family _____ Duplex _____ Multi-Family _____

Is this a new rental property: Yes _____ No _____ If yes, the initial rental property conversion fee applies.

Property Owner Information

Business Name (if applicable): _____ Owner Name: _____

Owner Address: _____

City/State/Zip

Owner Email: _____ Owner Phone: _____

24 Hour Contact Phone Number: _____

Property Manager/Caretaker Information

The agent named below is authorized to make or order repairs and/or service to the building, to provide required services necessary to protect the health, safety and welfare of the occupants or can contact the person so authorized.

Property Management Company: _____

Name: _____ Cell Phone: _____

Address: _____

City/State/Zip

Email: _____

I understand that it is my responsibility to submit the required fees and obtain all necessary approvals prior to licensing. I acknowledge I am the owner of record or agent for this property and I am authorized to sign this application. I agree to uphold the rental standards as a part of my rental registration. All information is correct and accurate to the best of my knowledge.

Applicant Name (please print): _____

Signature: _____ Date: _____

Government Data Practices Act Tennessen Warning: The data you supply on this form will be used to process the registration you are applying for. You are not legally required to provide this data, but we may not be able to process the registration without it. The data will constitute a public record if and when the registration is granted.

FEES:

Initial Rental Registration Fee	\$500
(Fee covers initial inspection and first year registration)	
Rental Registration Renewal Fee <i>(rental properties currently registered annual fee)</i>	
Single Family Homes	\$20.00
Multi-Units (duplex, condo, apartments)	\$20.00 per unit
Standard Rental Registration Renewal Fee <i>(rental fee for properties maintained as a standard rental prior to Nov 18, 2018. Fees are not pro-rated)</i>	
Single Family Home	\$120.00
Duplex	\$140.00
Apartment 3-9 units	\$200.00 plus \$20.00 per unit
Apartment 10-20 units	\$250.00 plus \$20.00 per unit
Apartment 21+ units	\$300.00 plus \$20.00 per unit

Fees can be paid online at <https://cityoffergusfalls.revtrak.net/Rentals/#/list> or by check
 Registration fees are not refundable or transferable. **Paperwork and payment should be returned to City Hall, Attention: Rental Registration 112 W Washington Avenue, Fergus Falls, MN 56537.**

Additional Information:

The City of Fergus Falls rental registration ordinance is [Chapter 117](#).

It is the responsibility of the owner or owner’s agent to renew the rental registration on or before the due date. Failure to obtain a rental registration or allowing the registration to expire can result in a citation and fine of up to \$1000.

Please email our office at rentals@fergusfallsm.gov or call 218-332-5551 to schedule a rental inspection. Inspections must occur during regular business hours. State law requires that you notify tenants in advance of upcoming inspections.

If there are items noted during the inspection that are not in compliance with City ordinances, they shall be corrected prior to the issuance of the rental registration. It is the responsibility of the owner or owner’s agent to schedule all re-inspections. Additional inspections beyond the re-inspection may be charged an additional \$50. This is a separate fee and is not applied toward your registration fee. After the property has been determined to be compliant with the City ordinances the registration will be issued. Some corrections may require a building permit. Please call the Building Department at 218-332-5419 to verify state building codes and city ordinance requirements.

CITY USE ONLY:

Date Received _____	Fee Paid _____
Registration Issued _____	Inspection Scheduled _____
Inspection Passed _____	Registration Mailed _____