

**City of NEWPORT**

**APPLICATION FOR RENTAL PROPERTY REGISTRATION**

**Newport City Hall ♦ 596 7<sup>th</sup> Avenue ♦ Newport ♦ Minnesota ♦ 55055 ♦ Telephone 651-459-5677 ♦ Fax 651-459-9883**

Application Date: \_\_\_\_\_ Occupancy Permit No. \_\_\_\_\_

Address of Building: \_\_\_\_\_

Unit #'s: \_\_\_\_\_

Owner Name(s): \_\_\_\_\_

Owner Address: \_\_\_\_\_

Owner Telephone No.: \_\_\_\_\_ Email Address: \_\_\_\_\_

Owner's MN or Federal Tax ID Number or Social Security Number: \_\_\_\_\_

The above is required by the State of MN. **Please note that you do not need to give this again if you are renewing your rental property and the number has not changed.** Please see the second page of the application for information on Data Practices.

Application Fees:

|                    |       |                   |       |
|--------------------|-------|-------------------|-------|
| Single-Family Home | \$50  | 12-Unit Aparmtnet | \$194 |
| Duplex             | \$74  | 17-Unit Apartment | \$254 |
| Triplex            | \$86  | 18-Unit Apartment | \$266 |
| Quad               | \$98  | 24-Unit Apartment | \$338 |
| 6-Unit Apartment   | \$122 | 78-Unit Apartment | \$986 |

\_\_\_\_\_  
Owner Signature Date

**For Office Use**

Date Paid: \_\_\_\_\_ Receipt #: \_\_\_\_\_ Amount: \$ \_\_\_\_\_

Date of Inspection: \_\_\_\_\_ Status: Approved Denied

Comments: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## **Data Practices Act**

The following notice is provided for those applicants submitting social security numbers on the rental license application. The following does not apply in cases where the applicant is a non-individual, such as a corporation.

### (TENNESSEN WARNING)

In accordance with the Minnesota Government Practices Act, the City of Newport is required to inform you of your rights as they pertain to the private information collected from you. Private data is that information which is available to you, but not to the public. The personal information we collect about you is private; however, your name, address and the address of your rental property are public.

Your social security number is required per MN Statute 270C.72, Subd. 4. Persons or agencies with whom this information may be shared include:

1. City of Newport personnel administering the Rental Program.
2. MN Department of Revenue

Unless otherwise authorized by State statute or Federal law, other government agencies utilizing the reported private data must also treat the information as private.

You may wish to exercise your rights as contained in the Minnesota Government Data Practices Act. The rights include:

1. To see and obtain copies of the data maintained on you,
2. To be told the contents and meaning of the data and,
3. To contest the accuracy and completeness of the data.

To exercise these rights please contact the City of Newport at (651) 459-5677.

By signing the first page of the Application, you are stating that you have read and understood the above information regarding your rights as a subject of government data.