



City of Jordan
 210 East First Street
 Jordan MN 55352
 952-492-2009
 952-492-3225 (fax)

Pursuant to Jordan City Ordinance 2015-11, either a residential rental property owner or rental manager shall register all residential rental properties with the Jordan Police Department. Each property must be registered separately even if owner/manager information is the same.

Requirement to Update Information:

Within thirty (30) days of the transfer of ownership, change in rental manager, change in the number of rental units or change in the dwelling occupancy from owner occupancy to rental tenant occupancy; the residential rental property owner or rental manager shall complete and submit a registration for for each and every residential rental property affected by the transfer.

- New Rental Registration
- Change in Number of Units
- Change of Owner
- Change of Address/Phone
- Change from Owner Occupancy to Rental
- Change of Rental Manager

Property Information:

Property Name

Address City State Zip Code

Office Phone Number Number of Units

Number of Dedicated Parking(Covered and Uncovered) Type of Unit: Multifamily Duplex

Parcel Identification Number (PID) Single Family Manufactured Home

Property Owner:

Name E-mail

Day Phone Number Evening Phone Number

Address City State Zip Code

Rental Manager:

A rental manager is any natural person who has been delegated, by the residential rental property owner, the charge, care or control of a residential rental property. The rental manager must be able to respond in-person to issues related to the residential rental property. A rental manager is required. Each residential rental property owner shall appoint a rental manager upon whom the City may lawfully serve notices pertaining to the administration of this or any other Chapter of the City Code or state or federal law, service of which shall be as effective as if made upon such residential property owner. The residential rental property owner may serve as the rental manager, provided all requirements of a rental manager are met by the residential rental property owner.

Name E-mail

Day Phone Number Evening Phone Number

Address City State Zip Code

Person Completing Registration Form:

Name	<input type="text"/>	E-mail	<input type="text"/>		
Day Phone Number	<input type="text"/>	Evening Phone Number	<input type="text"/>		
Address	<input type="text"/>	City	<input type="text"/>	State	<input type="text"/>
				Zip Code	<input type="text"/>

Verification:

Do you participate in the Minnesota Crime Free Multi-Housing Program? Yes No

I, hereby verify that all information that I have provided is true and accurate to the best of my knowledge. I understand that providing false information is a misdemeanor offense.

Initials of Person Submitting the Form Current Date

Instructions:

After completing this form in its entirety, submit it either electronically or by mail or in person at:

Jordan City Hall
210 East First Street
Jordan MN 55352
www.jordan.govoffice.com
952-492-2535