



**APPLICATION FOR LANDLORD LICENSE - Rental Property**

DATE OF APPLICATION: \_\_\_\_\_ FEE ENCLOSED: \_\_\_\_\_

OWNER/BUSINESS NAME: \_\_\_\_\_

CONTACT NAME: \_\_\_\_\_

ADDRESS \_\_\_\_\_ CITY/ZIP \_\_\_\_\_

BUSINESS PHONE NO: \_\_\_\_\_ CELL # or OTHER \_\_\_\_\_

RESIDENTIAL PROPERTY ADDRESS: \_\_\_\_\_

*(Please list all Rental property addresses if more than one in the City Limits):* \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**NOTE:**

(1) PLEASE ALLOW THREE DAYS FOR PROCESSING. \_\_\_\_\_ YES SEND ME A CERTIFICATE \_\_\_\_\_ NO DO NOT SEND

(2) THE LANDLORD LICENSE FEE IS \$ 25.00 for 1ST RENTAL UNIT AND 5.00 FOR EACH ADDITIONAL UNIT.

(3) IF A LANDLORD LICENSE IS ISSUED, IT WILL BE FOR THE ABOVE RENTAL ADDRESS ONLY. ANY CHANGE IN NUMBER OF RENTALS WILL REQUIRE A NEW APPLICATION TO BE FILED. *MULTIPLE RENTALS (if applicable) CAN BE LISTED ON ONE APPLICATION WITH APPROPRAITE FEES ATTACHED.*

(4) ALL LANDLORD RENTAL LICENSES THAT HAVE BEEN ISSUED WILL EXPIRE AT THE END OF EACH CALENDAR YEAR AND COULD BE CONSIDERED DELINQUENT IF RECORDS ARE NOT UPDATED IN JANUARY OF THE FOLLOWING YEAR.

(5) PLEASE ADVISE US IF THERE ARE CHANGES TO YOUR PROPERTY OWNERSHIP/MANAGEMENT.

(6) **REMINDER: THAT A RENTAL INSPECTION IS REQUIRED WHEN OCCUPANTS CHANGE.**

We Thank You for your participation in this procedure as it has definitely increased the health, safety and welfare of our community.

REMARKS: \_\_\_\_\_

\_\_\_\_\_

SIGNATURE OF APPLICANT: \_\_\_\_\_

CITY CLERK SIGNATURE: \_\_\_\_\_

THIS APPLICATION NEEDS TO BE COMPLETED AND RETURNED EACH YEAR SO WE CAN UPDATE OUR RECORDS

FOR THE PROCESSING OF YOUR LICENSE. *Thank You*