



RENTAL HOUSING REGISTRATION APPLICATION

APPLICANT TO COMPLETE ALL ITEMS IN SECTION 1, 2, 3, 4, 5, 6
SEPARATE APPLICATIONS MUST BE COMPLETED FOR EACH
RENTAL STRUCTURE

1. APPLICANT INFORMATION

NAME

<input type="text"/>	<input type="text"/>
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ADDRESS

PHONE

2. OWNERS INFORMATION

NAME(S)

<input type="text"/>	<input type="text"/>
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ADDRESS

PHONE

3. LOCAL AGENT INFORMATION

NAME

<input type="text"/>	<input type="text"/>
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ADDRESS

PHONE

4. NUMBER OF RESIDENTAL RENTAL STRUCTURES AT THIS SITE

5. ADDRESS OF THIS RESIDENTAL RENTAL UNIT

<input type="text"/>	<input type="text"/>	<input type="text"/>
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STREET & NUMBER

LOT

SUBDIVISION

6. HOW MANY RESIDENTAL RENTAL UNITS IN THIS STRUCTURE

NOTE:

A post office box will not be accepted as a legal address. However, a post office box may be accepted as a mailing address for legal correspondence upon written request of the property owner provided a legal street address is maintained on file with the City's Building Department. The owner shall be responsible for notifying the City of any change of address of either the owner or the responsible local agent.

SIGNATURE OF APPLICANT(S) **PRINTED NAME(S)** **DATE**

If owner is not applicant then authorization is required from owner appointing responsible local agent. Both signatures are required.

OWNER'S SIGNATURE **PRINTED NAME** **DATE**

RESPONSIBLE LOCAL AGENT **PRINTED NAME** **DATE**

NOTE:

A registration fee for each site where residential rental structures are located shall be paid at the time of registration. The fee for each registration shall be \$125.00.

In addition a Certification inspection fee must be paid in the amount of \$50.00

If a problem is reported to the City regarding this property a Cause Fee will be required in the amount of \$75.00.

OFFICE USE ONLY

RENTAL FEE AMOUNT	RENTAL FEE PAID	DATE PAID
<input type="text"/>	<input type="text"/>	<input type="text"/>

INSPECTION SCHEDULE - EVERY TWO YEARS

DATE **SIGNATURE**