



# Rental Property Registration Form

(Annual and/or New Registration)

Date:

**Location/Address:**

**Ownership:**  Individual  Corporation  Partnership  LLC  Trust  Investment Trust

Number of Units in Building

Refer to City Code 7-138 for designation of the responsible party based on ownership type.

**Owner:**  Date of Birth:

Address:   
Street City State Zip

Email:

Phone:  Cell Phone:

Check if same as Owner

**Agent/Person responsible:**

Address:   
Street City State Zip

Email:

Phone:  Cell Phone:

Check if same as Owner

**Property Maintenance:**

Address:   
Street City State Zip

Email:

Phone:  Cell Phone:

City Code 7-138 Requires Annual Registration of Rentals .

**Responsible Party:**

City Code 7-139 Requires reporting of information changes.

City Code 7-142 states: It shall be a violation of this code for an owner or a responsible person to provide inaccurate information for the register of rental dwellings or to fail to provide information required by the city for the register.

Responsible Signature \_\_\_\_\_

Staff Assigned Renter ID \_\_\_\_\_