

FAILURE TO REGISTER RENTAL  
 PROPERTY WILL RESULT IN A FINE  
 OF \$250 PER UNIT PER MONTH

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## RENTAL PROPERTY REGISTRATION

<b>RENTAL UNIT ADDRESS:</b>		<b>TAX MAP ID NUMBER:</b>	
TYPE OF UNIT: SINGLE FAMILY _____ DUPLEX _____ TOWNHOME/CONDO _____ CORPORATE _____		APARTMENT _____ APARTMENT COMPLEX NAME _____ YEAR BUILT _____	
CHECK THE CORRECT BOX: INITIAL REGISTRATION <input type="checkbox"/>		CHANGE OF OWNERSHIP <input type="checkbox"/>	
		CHANGE OF AGENT <input type="checkbox"/>	
<b>SECTION 1 OWNER INFORMATION – A post office box is not acceptable for the Owner or Responsible Agent's address. The Owner shall be required to notify the Department within sixty (60) days of any change in Responsible Agent.</b>			
<b>OWNER NAME:</b>			
<b>BUSINESS ENTITY NAME:</b>			
<b>OWNER/BUSINESS PHYSICAL ADDRESS:</b>			
<b>CITY:</b>	<b>STATE:</b>	<b>ZIP CODE:</b>	
<b>PHONE NUMBER (Include Area Code)</b> (    )	<b>EMAIL ADDRESS:</b>		
No Registration shall be issued to any Unit owned by a person residing more than forty-five (45) miles outside of the City limits unless there is provided to the Department the name, mailing address, and telephone number of a designated Responsible Agent residing or working within forty-five (45) miles of the City limits and authorized to accept service of process on behalf of the Owner of said Unit(s).			
<b>SECTION 2 IS OWNER ALSO THE RESPONSIBLE PERSON? YES <input type="checkbox"/></b>		<b>NO <input type="checkbox"/></b>	
		<b>IF NO, COMPLETE THIS SECTION</b>	
<b>NAME OF RESPONSIBLE AGENT:</b>			
<b>PHYSICAL ADDRESS:</b>			
<b>CITY:</b>	<b>STATE:</b>	<b>ZIP CODE:</b>	
<b>PHONE NUMBER (Include Area Code)</b> (    )	<b>EMAIL ADDRESS:</b>		
The signature(s) below acknowledges that all information is true and correct and acknowledges the following:			
<input type="checkbox"/> I have read and understand the duties and responsibilities of Article X Registration of Residential Rental Units.			
<input type="checkbox"/> I acknowledge the occupancy of each rental unit (individual rooms are not considered units) is limited to one "Family" as defined in Appendix 4-A of the Zoning Ordinance, which includes <u>not more</u> than five (5) unrelated people.			
<input type="checkbox"/> The Registration issued is not transferable to any person or entity that has acquired ownership of a Unit. A Registration shall be revoked upon failure to apply for its transfer within sixty (60) days of the date of sale or other transfer of ownership of the Unit.			
<b>OWNER/AGENT SIGNATURE:</b>		<b>DATE:</b>	

**ALL INFORMATION MUST BE COMPLETE**