



# Rental Unit Registration Permit Form

(Use this form if you are renewing your registration or you are a new Landlord.)

Per Section 9-7-5: No person shall lease, rent or otherwise allow a rental unit within the City to be occupied without first obtaining or renewing a rental registration permit from the City and designating a responsible local agent. All rental units must be registered annually as required by this chapter.

**PLEASE ATTACH A CHECK FOR \$25.00 PER RENTAL UNIT WITH THIS FORM.  
FEE WILL DOUBLE ON JANUARY 1 FOR FAILURE TO RENEW.**

Date: \_\_\_\_\_

## Property Owner Information

Apartment/Complex Name: \_\_\_\_\_

Property Address: \_\_\_\_\_  
(Please include the block and lot numbers or the rental unit numbers)

Total Number and Types of Rental Unit(s) Within the Property: \_\_\_\_\_

Party Responsible for Yard Maintenance and Trash Collection (Please Circle One):

Landlord/Property Manager

Tenant

Property Owner Name/Company Name: \_\_\_\_\_

Property Owner Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zipcode: \_\_\_\_\_

Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Email: \_\_\_\_\_

**Property Manager Information** Is this a new Property Manager? Yes \_\_\_ No \_\_\_

Property Manager Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zipcode: \_\_\_\_\_

Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Fax: \_\_\_\_\_ Email: \_\_\_\_\_



Please add tenant information on the second page if you are a new landlord or your tenant information has changed in the last year.

**Tenant Information**

Tenant Name: \_\_\_\_\_

Unit/Apt. Number: \_\_\_\_\_ Phone: \_\_\_\_\_ Phone: \_\_\_\_\_

Email: \_\_\_\_\_

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Tenant Name: \_\_\_\_\_

Unit/Apt. Number: \_\_\_\_\_ Phone: \_\_\_\_\_ Phone: \_\_\_\_\_

Email: \_\_\_\_\_

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Tenant Name: \_\_\_\_\_

Unit/Apt. Number: \_\_\_\_\_ Phone: \_\_\_\_\_ Phone: \_\_\_\_\_

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Tenant Name: \_\_\_\_\_

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Email: \_\_\_\_\_

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Tenant Name: \_\_\_\_\_

Unit/Apt. Number: \_\_\_\_\_ Phone: \_\_\_\_\_ Phone: \_\_\_\_\_

Email: \_\_\_\_\_

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Tenant Name: \_\_\_\_\_

Unit/Apt. Number: \_\_\_\_\_ Phone: \_\_\_\_\_ Phone: \_\_\_\_\_

Email: \_\_\_\_\_

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Tenant Name: \_\_\_\_\_

Unit/Apt. Number: \_\_\_\_\_ Phone: \_\_\_\_\_ Phone: \_\_\_\_\_

Email: \_\_\_\_\_