



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: _____

Tenant Name: _____

Unit/Apt. Number: _____ Phone: _____ Phone: _____

Email: _____

Tenant Name: _____

Unit/Apt. Number: _____ Phone: _____ Phone: _____

Email: _____

Tenant Name: _____

Unit/Apt. Number: _____ Phone: _____ Phone: _____

Email: _____

Tenant Name: _____

Unit/Apt. Number: _____ Phone: _____ Phone: _____

Email: _____

Tenant Name: _____

Unit/Apt. Number: _____ Phone: _____ Phone: _____

Email: _____

Tenant Name: _____

Unit/Apt. Number: _____ Phone: _____ Phone: _____

Email: _____