

**RESIDENTIAL RENTAL BUSINESS LICENSE APPLICATION  
IN ACCORDANCE WITH ORDINANCE 03-O-75**

**RENTAL PROPERTY INFORMATION:**

Property Address \_\_\_\_\_

PIN Number \_\_\_\_\_ Current Zoning: \_\_\_\_\_

Number of Units \_\_\_\_\_ Number Occupied: \_\_\_\_\_ Number Vacant: \_\_\_\_\_

Date of Purchase \_\_\_\_\_ Year Constructed: \_\_\_\_\_

Current Occupancy Permit? (YES / NO) \_\_\_\_\_ Zoning Letter Attached? (YES / NO) \_\_\_\_\_

**PROPERTY OWNER INFORMATION:**

Owner Name: \_\_\_\_\_

Address (no P.O. Box) \_\_\_\_\_

City/State/Zip \_\_\_\_\_

Home Phone # \_\_\_\_\_

Cell Phone # \_\_\_\_\_

Business Phone # \_\_\_\_\_

24-Hour Phone # \_\_\_\_\_

Fax Number # \_\_\_\_\_

Email Address \_\_\_\_\_

**PROPERTY MANAGER INFORMATION:**

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

Address (no P.O. Box) \_\_\_\_\_

City/State/Zip \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

**All Fees Must Be Paid When Submitting Rental License Application. See Attached List For Applicable Fees.**

## RESIDENTIAL RENTAL LICENSE FEE SCHEDULE

<b>Business License Application Fee</b>	<b>\$25.00 Non-Refundable</b>
<b>Rental Units (1-2 Units)</b>	<b>\$25.00</b>
<b>Rental Units (3-10 Units)</b>	<b>\$25.00 Per Unit</b>
<b>Rental Units (11-100 Units)</b>	<b>\$175.00</b>
<b>Rental Units (Over 100 Units/Complex)</b>	<b>\$350.00</b>
<b>Rental Inspection Fee</b>	<b>\$20.00 Per Unit</b>
<b>Re-inspection Fee (after 2)</b>	<b>\$50.00</b>
<b>Re-schedule Fee (w/o 48 hr. notice)</b>	<b>\$50.00</b>
<b>No Show Fee</b>	<b>\$50.00</b>
<b>Suspension Fee</b>	<b>\$50.00</b>
<b>Revocation Fee</b>	<b>License Renewal + \$50.00 Suspension</b>
<b>Late Fee</b>	<b>50%</b>
<b>Non Sufficient Funds Check Fee</b>	<b>\$35.00</b>