



Rental Housing License Application

(ONE APPLICATION PER RENTAL PROPERTY)



Rental Property Information		
Site Address:		
Complex Name (if multi-family):		
<input type="checkbox"/> Single Family <input type="checkbox"/> Townhome <input type="checkbox"/> Twin Home <input type="checkbox"/> Duplex <input type="checkbox"/> Triplex <input type="checkbox"/> Fourplex <input type="checkbox"/> Apartment <input type="checkbox"/> Condo		
Total Number of Units:	Number of Paved, Off-Street Parking Spaces:	
Property Owner Information		
Owner:		
<input type="checkbox"/> Sole Proprietor/LLC <input type="checkbox"/> Corporation	Tax Identification Number (if multi-family):	
Name(s) of Partners/Corporate Officers:		
Address:		
Phone:	Cell Phone:	E-mail:
Registered Agent <i>(Required if the owner lives more than 50 miles from the rental property. The registered agent is authorized to act on behalf of the owner and lives or works within 50 miles of the rental property.)</i>		
Name of Registered Agent:		
Name of Company:		
Address:		
Phone:	Cell:	E-mail:
Primary Contact		
<input type="checkbox"/> Owner <input type="checkbox"/> Registered Agent		
Preferred Method of Contact: <input type="checkbox"/> Email <input type="checkbox"/> US Postal Mail		
Rental Status		
<input type="checkbox"/> New License <input type="checkbox"/> Transfer <input type="checkbox"/> Renewal <input type="checkbox"/> Licensed Facility (include license) <input type="checkbox"/> Sold – Owner/Occupied		
Acknowledgements (please check all that are complete)		
<input type="checkbox"/> I certify that I include crime free housing provisions in all leases (City Code Section 9-11-7)		
<input type="checkbox"/> I certify that I conducted background checks on all prospective tenants (City Code Section 9-11-7)		
<input type="checkbox"/> I certify that I maintain a register of occupancy for each unit (City Code Section 9-11-8)		
<input type="checkbox"/> I certify that all fees, real estate taxes, and municipal utilities are paid and current		
<input type="checkbox"/> I certify that no correction orders have been issued by another unit of government		

Fees

Single Family & Duplex - \$200.00 per biennium
 Multi-Family & Apartments - \$200.00 + \$5.00 per unit per biennium
 *Note: One license **per building address** according to City Code

DATA PRIVACY NOTICE

The data you have supplied on this form will be used to assess your qualifications for a rental license. You are not legally required to provide this data, but we will not be able to grant the license without it. If a license is granted, the data you have supplied will constitute a public record and copies may be issued to anyone requesting them. The required data allows us to distinguish you from other applicants; to identify you in our license files; to verify that you are the person who applied for the license; to contact you if additional information is required; and to determine if any conviction you may have on record might affect your suitability as a license holder. Your address and phone number listed is considered public data.

CERTIFICATION

I certify the information contained in this form is true to the best of my knowledge; that I have read and understand the conditions under which my rental license may be suspended or revoked according to [Chapter 11, Rental Housing Provisions of the City of Lauderdale City Code](#); and that the rental property being licensed complies with applicable codes and ordinances. I hereby agree to notify the City of Lauderdale within 30 days of any changes in ownership or type of occupancy.

 Printed Name

 Signature

 Date
Office Use Only

Date Application Received			Current	Outstanding
Date Fees Received		Real Estate Taxes		
<i>Amount Received</i>		Municipal Utilities		
<i>Receipt Number</i>				
Initial Inspection Date		Reinspection Date		
Reinspection Fees		Reinspection Fees Billed	Y	N
Date License Issued		Invoice Number		
<i>License Number</i>				