



**City of Charles Town**  
**101 East Washington Street, PO Box 14**  
**Charles Town, WV 25414**  
**304-725-2311**

## **LANDLORD RENTAL REGISTRATION FORM**

Per the Charles Town Codified Ordinance, §745.12 Rentals & Royalties, any individual within the city limits of Charles Town engaging in the business of furnishing real or tangible personal property for hire, loan, lease or otherwise, whether the return is in the form of rentals, royalties, fees or otherwise, is subject to Business & Occupation tax of thirty one-hundredths percent (0.30%), or \$0.30 per \$100. This tax is based on the gross income of any such activity. Though there is no licensing fee associated with this business activity, all individuals operating as a Landlord must register with the City of Charles Town to ensure tax compliance. This registration form can be submitted by mail to our PO Box, or in person at our City Hall Office, address above.

### **Owner information**

Owner's Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ City: \_\_\_\_\_

State: \_\_\_\_\_ Zip Code: \_\_\_\_\_ E-mail: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Alternate Number: \_\_\_\_\_

**Rental Property Locations:** In the space below, please list all rental properties that you own and note whether the property is residential or commercial. Include the date that your rental property was leased to the current tenant, or the anticipated lease date if the property is currently uninhabited.

**Property Address:** \_\_\_\_\_

**Residential or \*Commercial:** \_\_\_\_\_

**Rental Start Date:** \_\_\_\_\_ **Monthly Rental Income Amount:** \_\_\_\_\_

**Property Address:** \_\_\_\_\_

**Residential or \*Commercial:** \_\_\_\_\_

**Rental Start Date:** \_\_\_\_\_ **Monthly Rental Income Amount:** \_\_\_\_\_

**Property Address:** \_\_\_\_\_

**Residential or \*Commercial:** \_\_\_\_\_

**Rental Start Date:** \_\_\_\_\_ **Monthly Rental Income Amount:** \_\_\_\_\_

*\*If commercial property, please provide the business name for your tenant.*



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**Property Address:** \_\_\_\_\_

**Residential or \*Commercial:** \_\_\_\_\_

**Rental Start Date:** \_\_\_\_\_ **Monthly Rental Income Amount:** \_\_\_\_\_

*\*If commercial property, please provide the business name for your tenant.*

By submitting the Landlord Rental Registration Form, you acknowledge your tax liability as an individual engaging in the business of rental property within the municipality of Charles Town. You acknowledge your responsibility to file the Charles Town Business & Occupation Tax Return on a semi-annual basis for the periods January 1 – June 30 and July 1 – December 31, on or before 30 days after the period ends. Failure to do so will result in penalty and interest assessments via the City treasurer. For more information regarding the Charles Town Business & Occupation Tax procedures, please refer to the codified ordinance §745 or call City Hall.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date