RENTAL HOUSING REGISTRATION FORM 2023

FOR CITY OF WOORUFF USE ONLY
ENTRY DATE ___________ TOTAL FEES PAID ($15.00 FOR EACH UNIT.) ___________

RENTAL PROPERTY(S) INFORMATION:
TOTAL NUMBER OF UNITS BEING REGISTRATION: SINGLE FAMILY _____ DUPLEX _____
5 or more units requires a business license. # __________
The annual licensing fee will be deemed ‘late’ on February 1st of each year and carry with it a corresponding late fee of fifteen dollars ($15.00) per month thereafter ending on April 31st. Property owners failing to comply with the conditions of this ordinance by the April 31st deadline will be responsible for full payment of licensing fees retroactive to January 1st, cost of a full compliance inspection, and other administrative costs related to missing this deadline. It is your responsibility to register your property each physical year prior to January 31st of the following year. Initial ________.

I ACKNOWLEDGE THAT I AM AWARE OF THE CITY CODES THAT APPLY TO THE LISTED PROPERTY(S) AND WILL MAINTAIN SUCH IN ACCORDANCE WITH ALL APPLICABLE REGULATIONS. CHAPTER 12 SECTION 1 RENTAL HOUSING.

SIGNATURE OF OWNER OR RESPONSIBLE AGENT:

___________________________
FOLLOWING TO BE COMPLETED BY PROPERTY OWNER OR DESIGNATED PERSON/FIRM/CORPORATION

PLEASE PRINT CLEARLY.

PROPERTY OWNER(S) INFORMATION:
NAME(S): ____________________________________________
MAILING ADDRESS: __________________________________
CITY: ___________ STATE: _____ ZIP CODE: __________
PHONE: ___________ CELL: ___________
EMAIL: ________________________ FAX: ______________

RESPONSIBLE LOCAL AGENT/FIRM INFORMATION:
NAME(S): __________________________________________
MAILING ADDRESS: __________________________________
CITY: ___________ STATE: _____ ZIP CODE: __________
PHONE: ___________ CELL: ___________
EMAIL: ________________________ FAX: ______________
RENTAL PROPERTY #: ___
TENANTS NAME: ________________________________
NUMBER OF TENANTS: _________
RENTAL PROPERTY ADDRESS: __________________________
TYPE OF UNIT: __________________

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