**APPLICATION FOR RESIDENTIAL RENTAL REGISTRATION & LICENSE**

*PLEASE COMPLETE ALL INFORMATION REQUESTED (INCLUDING 2ND SIDE)*

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Owner’s Name Owner’s Street Address – City, State, Zip Code

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Owner’s Phone **Owner’s Email Address**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Rental Agent/Property Manager (if applicable) Rental Agent/Property Manager’s Address

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Rental Agent/Property Manager’s phone # and **Rental Agent/Pro Email Address**

**IMPORTANT – must have name and number of a local contact (within 50 miles from Wesleyville).**

Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone #\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |  |
| --- | --- | --- |
| Address of Rental Property | **Apt or Unit Number** | Name of Tenant(s) |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

IF ADDITIONAL SPACE IS NEEDED, PLEASE SUBMIT ON AN EXCEL SPREADSHEET

Payment Due Dates for Residential Units Fee Category Fee Per Unit # of Units Total Cost

On or Before 2/1 Annual Fee $75.00 \_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_

Between 2/2 to 2/15 Annual + Late Fee $100.00 \_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_

After 2/15 Annual + Late Fee $125.00 \_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_

Within 30 Days of Sale or Transfer New Ownership $75.00 \_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_

Payment Due Date for Rooming House,

Fraternities and Airbnb Fee Category Fee Per Unit # of Units Total Cost

On or Before 2/1 Annual Fee $125.00 \_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_

Between 2/2 to 2/15 Annual + Late Fee $175.00 \_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_

After 2/15 Annual + Late Fee $200.00 \_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_

Within 30 Days of Sale or Transfer New Ownership $125.00 \_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_

**CHANGE OF OWNERSHIP**

If you have sold a rental property, please report the change of ownership below, to keep our records current:

Property Address:

New Owner:

Mailing Address of New Owner:

New Owner Phone Number:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Closing Date: \_\_\_\_\_\_

**OWNER’S/RENTAL AGENT MAILING ADDRESS CHANGE**

Property Address:

Owner’s new mailing address:

Effective Date of change:

Signature of Applicant: Date: