

## RENTAL PROPERTY REGISTRATION

DATE \_\_\_/\_\_\_/\_\_\_

RENTAL PROPERTY ADDRESS:  
PROPERTY ID:

NUMBER OF BUILDINGS: \_\_\_\_\_ TOTAL UNITS: \_\_\_\_\_ RENTAL UNITS: \_\_\_\_\_

TYPE OF OWNERSHIP:      INDIVIDUAL      PARTNERSHIP      CORPORATION

### OWNER INFORMATION (P.O. BOX IS NOT ALLOWED UNDER RENTAL ORDINANCE)

\*NAME: \_\_\_\_\_ \*HOME TELEPHONE #: \_\_\_\_\_

\*ADDRESS: \_\_\_\_\_ OTHER TELEPHONE #: \_\_\_\_\_ - \_\_\_\_\_

\*CITY: \_\_\_\_\_ EMAIL: \_\_\_\_\_

\*STATE: \_\_\_\_\_ \*ZIP CODE: \_\_\_\_\_ - \_\_\_\_\_

\*DATE OF BIRTH: \_\_\_/\_\_\_/\_\_\_ \*DRIVER'S LICENSE \_\_\_\_\_

### REGISTERED AGENT INFORMATION (If applicable)

NAME: \_\_\_\_\_ TELEPHONE #: \_\_\_\_\_ - \_\_\_\_\_

ADDRESS: \_\_\_\_\_ CITY: \_\_\_\_\_

STATE: \_\_\_\_\_ ZIP CODE: \_\_\_\_\_ EMAIL: \_\_\_\_\_

SIGNED AUTHORIZATION SUBMITTED TO CITY \_\_\_YES \_\_\_NO (if no, submit authorization) If a change in registered agent occurs, please notify this office in writing.

I affirm under the penalty of perjury that the information contained in this registration is correct.

Signature of owner or registered agent \_\_\_\_\_

\* Required fields. Registration will be deemed incomplete if all required information is not included and may be subject to late fees.

**PLEASE BE SURE TO SUBMIT YOUR PROPERTY MANAGEMENT AGREEMENT ALONG WITH THIS REGISTRATION FORM OTHERWISE ALL COMMUNICATION WILL BE SENT TO THE OWNER**