



Rental Property Registration Form

PROPERTY INFORMATION:

Property Address: _____ PIN: _____

OWNER INFORMATION: In case of partnership or corporation, list information on all names of general partners, corporate officers, and registered agent. (Attach separate sheet if necessary.) In case of a trust, list information of registered agent authorized to act on behalf of the Trust.

Owner's Name: _____ Phone: (____) _____

Address: _____ City: _____ State: _____ Zip: _____

MANAGER/LOCAL CONTACT: Please provide the information of the individual authorized to accept notices from tenants, the Inspection Department, and service of process on behalf of the record owner.

Manager/Local Contact Name: _____ Phone: (____) _____

Address: _____ City: _____ State: _____ Zip: _____

EMERGENCY CONTACT: Please provide the information of the individual who, in the absence of the Owner/Agent in time of emergency, is authorized to make decisions regarding the rental unit:

Emergency Contact Name: _____ Phone: (____) _____

Address: _____ City: _____ State: _____ Zip: _____

NUMBER OF DWELLINGS: _____ SLEEPING ROOMS PER DWELLING: _____

OWNER/AGENT CERTIFICATION: I hereby certify that all the above information is true to the best of my knowledge, and belief. I am aware that if the foregoing information is willfully false, that I am subject to penalties and criminal prosecution.

Owner/Agent Signature: _____ Date: _____

Owner/Agent Signature: _____ Date: _____

Instructions: Please complete a Rental Property Registration Form for each lot. For example, if you own 5 rental units on two lots, you would fill complete two forms.