

**RENTAL DWELLING UNIT REGISTRATION FORM**

(THERE SHALL BE NO FEE FOR THE LANDLORD REGISTRATION)

Registration # \_\_\_\_\_

**Please complete all four sections (front and back) of the application**

**1) PROPERTY**

COMMON NAME OF PROPERTY, IF ANY: \_\_\_\_\_

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

UNIT #: \_\_\_\_\_ TOTAL NUMBER OF UNITS IN EACH STRUCTURE: \_\_\_\_\_

For example, Unit 201-506

**2) PROPERTY OWNERS**

NAME AND ADDRESS OF ALL PROPERTY OWNERS: (Use separate sheet of paper if necessary)

Owner: \_\_\_\_\_ DOB: \_\_\_\_\_

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

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_

TELEPHONE: \_\_\_\_\_ CELL NUMBER: \_\_\_\_\_

Co-owner: \_\_\_\_\_ DOB: \_\_\_\_\_

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

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_

TELEPHONE: \_\_\_\_\_ CELL NUMBER: \_\_\_\_\_

**3) CORPORATION, LIMITED LIABILITY COMPANY, PARTNERSHIP, LIMITED PARTNERSHIP, TRUST OR REAL ESTATE INVESTMENT TRUST:**

NAME, ADDRESS AND PHONE NUMBER OF ANY OF THE FOLLOWING:

- a. For a corporation, a corporation officer and the chief operating officer;
- b. For a partnership, the managing partner;
- c. For a limited liability company, the managing or administrative member;
- d. For a limited partnership, a general partner;
- e. For a trust, a trustee; or
- f. For a real estate investment trust, a general partner or an officer.

NAME: \_\_\_\_\_ DOB: \_\_\_\_\_

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

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_

TELEPHONE: \_\_\_\_\_ CELL NUMBER: \_\_\_\_\_

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**2) LOCAL AGENT OR REPRESENTATIVE**

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NAME, ADDRESS, TELEPHONE NUMBER AND EMAIL OF A LOCAL AGENT OR REPRESENTATIVE AUTHORIZED BY THE OWNER TO HANDLE THE AFFAIRS OF THE PROPERTY

NAME: \_\_\_\_\_

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

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_

TELEPHONE \_\_\_\_\_ CELL NUMBER: \_\_\_\_\_

EMAIL ADDRESS: \_\_\_\_\_

NO PERSON SHALL RENT, LEASE OR OFFER TO RENT OR LEASE, ANY RESIDENTIAL RENTAL PROPERTY LOCATED WITHIN THE CITY OF NORTH KANSAS CITY, MISSOURI, PRIOR TO REGISTERING AS A LANDLORD FOR EACH RENTAL PROPERTY AND UNITS.

THE OWNER OF ANY RENTAL DWELLING SHALL REGISTER AS A LANDLORD ANNUALLY WITH THE CITY.

REGISTRATIONS ISSUED EXPIRES ON DECEMBER 31 OF EACH YEAR AND SUBJECT TO RENEWAL ANNUALLY. APPLICATION FOR RENEWAL OF REGISTRATION IN ANY YEAR WILL BE ACCEPTED BEGINNING JANUARY 1 AND MAY BE MADE WITHOUT PENALTY THROUGH JANUARY 31.

ANY OWNER FAILING TO REGISTER WITHIN TEN (10) DAYS OF NOTIFICATION IS GUILTY OF AN ORDINANCE VIOLATION AND SHALL BE FINED NOT LESS THAN \$25 PER DAY. EACH SUBSEQUENT DAY WILL BE CONSIDERED A SEPARATE VIOLATION.

I hereby affirm that the statements in this application are true and correct

APPLICANT SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_