

RENTAL REGISTRATION APPLICATION

Effective July 1, 2017, all single-family rental properties within the City of Bel-Nor are required to obtain an annual occupancy permit. A **separate** registration form must be completed for **EACH** rental property for issuance of an initial occupancy permit or for a renewal. The annual registration form and inspection fee is due at the time of form submittal. Registration is due annually. *Valid occupancy permits issued prior to July 1, 2017 will remain valid until there is a change of occupancy.*

RENTAL PROPERTY INFORMATION

Rental Property Address: _____

PRIMARY CONTACT

Who will be the primary contact for rental registration correspondence? (check one) Agent () Owner ()
*****Must live within 50 miles of the rental property*****

APPLICANT INFORMATION *(The Applicant is the person who is submitting this registration. This could be the owner, lessor, sublessor or representative, including but not limited to, an agent, resident manager, or designated property manager.)*

Check One: () Owner () Agent () Manager () Property Manager () Realtor

Agent's Name or Company Name *(if applicable)*: _____

Agent's Mailing Address *(street, city, state, zip code)*: _____

Agent's Cell Phone *(xxx-xxx-xxxx)*: _____ Applicant Fax *(xxx-xxx-xxxx)*: _____

Agent's Email: _____

OWNER INFORMATION *(If the owner information is the same as the applicant information, feel free to leave this section blank)*

Owner's Name *(if applicable)*: _____

Owner's Mailing Address *(street, city, state, zip code)*: _____

Owner's Cell Phone *(xxx-xxx-xxxx)*: _____ Fax *(xxx-xxx-xxxx)*: _____

Owner's Email: _____

DECLARATION OF COMPLIANCE

I declare that I am the owner, agent, or property manager of the property described above or am the designated owner/ landlord of such property and that the following statements are true and correct to the best of my knowledge: 1) Each unit complies with the city's re-occupancy program; 2) there are no conditions presented in the rental units that endanger or impair the health or safety of a tenant; and 3) I will ensure that each tenant possess a valid certificate of occupancy before occupying the unit. A registration may be denied, suspended or revoked if the registration was procured by fraud or a false representation of fact.

Once completed, this form and the annual application and fee must be returned (either by mail or hand-delivered) to the City of
Bel-Nor City Hall for processing: 8416 Natural Bridge Road, Bel-Nor, MO 63121

DO NOT WRITE BELOW THIS LINE – OFFICE USE ONLY

Taxes paid in full: () Yes () No, if no, registration will not be issued until real estate taxes are paid in full
www.stlouisco.com

Total fee: \$ _____ Date Paid: _____ Application No. _____

Clerk Signature: _____

License Issued by: _____

Signature

Date

Rental License #: _____ Renewal Date: _____ (one year after issuance)