

# City of St Joseph, Missouri

## Rental Unit Certificate Application

### Planning & Community Development Department | Property Maintenance Division

Please complete this application and return with appropriate fee(s) and required attachments for all rental dwellings to the Permit Office, Room 106, either by mail or by visiting our office. Properties that are inspected under another state or federal governmental program are required to have a license but do not pay the annual Certificate fee and are not inspected by City Inspectors.

#### Section 7-502 Applicant; Fees

*(f) Fees; beginning July 1, 2020. From and after July 1, 2020, the applicant for a rental unit certificate shall submit an application and processing fee for each residential dwelling unit listed on the application at the time an application is submitted. The fee shall be no more than \$5.00 for each residential dwelling unit listed on the application. The applicant shall also submit an inspection fee in the amount of \$50.00 for each inspection performed by a city inspector. The director shall have the authority to reduce the fee required by this section in the event fees received exceed the costs of administering this article. The fee will not be refunded upon denial of an application.*

**Property Owner License Registration Name** (Individual owner or principal of the ownership entity or entities by which the units are owned)

Name: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Email: \_\_\_\_\_

A property owner living 40 miles or more outside of St Joseph, Missouri **MUST** appoint a resident agent within 40 miles of St Joseph, Missouri. The agent shall have the authority to receive communications, service of process, summons, notices, and other legal processes on behalf of the owner. All correspondence regarding this license will be sent to the agent if designated.

**Resident Agent**       Check box if you wish for all correspondence to be sent to your agent

Name: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Address: \_\_\_\_\_

Email: \_\_\_\_\_

I agree to act as the resident agent for the property listed above.

Resident Agent Signature \_\_\_\_\_

Print Name: \_\_\_\_\_

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

## Rental Unit Information

Complete Page 2 for **each** Rental Unit owned and operated

Rental Unit Address: \_\_\_\_\_

Complex Name: \_\_\_\_\_

Type Single or Multi Family: \_\_\_\_\_

Number of Units, if Multi Family: \_\_\_\_\_

Year Built: \_\_\_\_\_

Zoning Classification: \_\_\_\_\_

Section 8: YES \_\_\_\_\_ No \_\_\_\_\_

When will unit be occupied: \_\_\_\_\_

Will occupant grant consent to inspection: YES \_\_\_\_\_ NO \_\_\_\_\_

Inspection completed by Third Party Inspector: YES \_\_\_\_\_ NO \_\_\_\_\_

If yes, Inspector's Name/Company: \_\_\_\_\_

I agree Rental License Permit Application to be true and correct to the best of my knowledge.

Owner Signature: \_\_\_\_\_

Print Name: \_\_\_\_\_

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