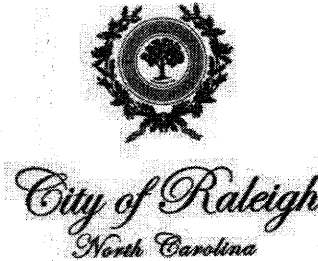


City of Raleigh

Rental Registration Instructions

The following are complete instructions on properly filling out your rental registration form.



Section I: Type of Registration

In this section please click or check the box which pertains to this form. The following are definitions of the fields in this section.

- New** – If this is a new Registration Form this box will need to be checked. Meaning, if this is the 1st time you (as the owner) have registered a rental property or purchased a rental property in the City of Raleigh please check this box.
- Renewal** – Check this box once a year when the renewal period has arrived. It is very important that any changes of ownership or mailing address be kept up-to-date throughout the year. Please take the time to review your Rental Registration Renewal for any inaccurate information.
- Update of property/owner information** – The owner will be responsible for checking this box at anytime other than your renewal period when the property/ owner information needs to be updated. For example, if the owner(s) or management company's mailing address or phone number changes, update information will need to be submitted within 30 days. This box will also be checked if the owner has sold or bought a rental property.

Section II: Owner information

Owner – Any person who alone, or jointly, or severally with others: 1) Shall have title to any dwelling or dwelling unit, with or without accompanying actual possession thereof; or 2) Shall have charge, care or control of any dwelling or dwelling unit, as owner or agent of the owner, or as executor, executrix, administrator, administratrix, trustee or guardian of the estate of the owner. Any such person representing the actual owner shall be bound to comply with the provisions of this article (Article H Rental Dwelling Registration), and of rules and regulations adopted pursuant thereto, to the same extent as if the person were the owner.

The owner shall be responsible for supplying the City of Raleigh on this form current and accurate owner information. Without proper means of identification, the form may be rejected. In accordance with Article H Rental Dwelling Registration, the owner shall respond to each department making contact, either in person or by telephone within two (2) business days after being contacted at the telephone number provided in the form or renewal form by the Raleigh Police Department, Fire Department, or Inspections Department.

Section III: Management Company

Manager – Any person who has been hired and is paid by the owner to manage any dwelling or dwelling unit which is rented or offered for rent as a residential dwelling

If a management company is responsible for the rental dwelling(s), this section shall be completed in full.

Section IV: Alternate Contact

The owner shall designate an alternate person as responsible for responding to calls for assistance from the Raleigh Police Department, Fire Department or Inspections Department when the Department is unable to make contact with the owner within two (2) business days of initial attempt to contact. The designated alternate must be located in the City or within twenty-five (25) miles of the City's Planning Jurisdiction and be authorized to respond to calls. The designation shall be effective only when the responsible person is identified and agrees to accept the duty.

The Rental Dwelling Registration Ordinance requires that the alternate contact designation shall not be official without the designated party's signature on the Registration or renewal form.

Section V: Current Register

The owner shall maintain a current list of occupants. Upon request by City Inspectors, Police, Fire and Emergency response personnel investigating violations or potential violations of the City Code or State law, the owner shall present the list of occupants to the investigating personnel.

Section VI: Rental Registration Fee Schedule

Apartment house	<i>Any dwelling containing three (3) or more dwelling units</i>
Apartment project	<i>A systematically built group of apartment houses</i>

- Dwelling** *A dwelling unit used for residential purposes other than a dwelling unit in a bed and breakfast inn; hotel or motel; guest house; rest home; rooming business, boarding house, lodging house; or a tourist home.*
- Dwelling unit** *One (1) or more rooms physically arranged as to create an independent housekeeping establishment with separate facilities for cooking, sleeping and bathroom including utility apartments or rental rooms in accordance with City Code Section 10-2072(b).*
- Equivalent Dwelling Unit** *Any room or rooms not provided with cooking facilities or bathroom facilities, or both, occupied by four (4) persons within a rooming house, fraternity, sorority or any residence however styled is equivalent to one (1) dwelling unit. Exclusions: bed and breakfast inn; hotel or motel; guest house; rest home; rooming business; boarding house; lodging house; or a tourist home.*

The registration fee shall be thirty dollars (\$30) for the first unit registered by an owner in a dwelling, apartment house or apartment project and ten dollars (\$10) for each additional unit registered on the same parcel. The annual fee for renewal of the registration by the owner shall be thirty dollars (\$30) for the first unit registered by an owner in a dwelling, apartment house or apartment project and ten dollars (\$10) for each additional unit registered in the same dwelling apartment house or apartment project.

Examples:

- 200 Unit apartment project ... \$30 for the 1st unit and \$10 x 199 units = \$2020.00
- 6 unit apartment building...\$30 for the 1st unit and \$10 x 5 units = \$80.00
- 1 single family dwelling...\$30.00
- 2 single family dwellings on 2 different parcels...\$30 for each = \$60.00

Section VII: Listing of All Rental Properties

In this section the owner(s) will be required to list all rental properties. Please list the address of the rental property for each separate parcel in the address field. If the property is a single family dwelling, list (1) in the field beside single-family dwelling and below Number of units. The same procedure is used if your property is a multi-family dwelling. List the total number of units in the dwelling in the field beside multi-family dwelling and below Number of units. If you are completing the registration online, the number of dwelling units and the costs of registration will automatically be totaled at bottom of Section VII. Before mailing this registration form, please verify you have listed the correct number of dwelling units and the total number is accurate at the bottom of Section VII. Registration errors in contact information, rental property information and costs of rental registration may be cause for denial of rental registration.

Section VIII: Oath/ Certification/ Payment

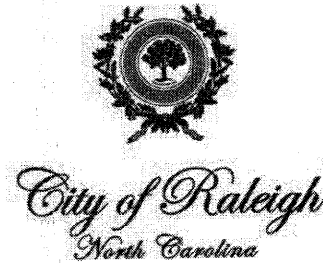
In this section you are printing this document for submittal with payment. Please verify all information is accurate and current and click Submit/Print at the bottom of this section. Please keep in mind that by completing this form online, signing it and mailing it in you, as the owner are verifying that all information, to your best knowledge is true, accurate and current. Submit a complete copy of the Rental Registration Form with your check via US mail to:

City of Raleigh
Revenue Services - 04
PO Box 590
Raleigh, NC 27602-0590

To ensure accurate posting of payment, please enter the Rental Registration ID Number assigned to the Rental Registration Form on the memo line on your check or money order. If you are completing the form manually, the Rental Registration Number will be assigned when the data is entered by Inspection's Staff.

City of Raleigh
Rental Dwelling Registration
Housing/Environmental Inspections Division
(919) 807-5110

For further directions please refer to the Rental Registration Instructions sheet.



Registration ID Number: _____

Section I: Type of Registration

PLEASE USE THIS FORM FOR INITIAL REGISTRATIONS ONLY

Section II: Owner Information This section refers to the owner or owners who hold legal title and is required before Rental Registration is approved. **Required**

Owner's Name: _____
Owner's Address: _____
City: _____ State: __ Zip Code: _____
Primary Phone #: _____
Secondary Phone #: _____
Fax #: _____
Email address: _____

Section III: Management Company If a management company is responsible for the property fill out Section II in full.

Name of Management Company: _____
Address: _____
City: _____ State: __ Zip Code: _____
Primary Phone #: _____
Secondary Phone #: _____
Fax #: _____
Email address: _____

Section IV: Alternate Contact Person An alternate contact shall be provided if the owner cannot be reached. **SEE RENTAL REGISTRATION INSTRUCTIONS REQUIREMENTS FOR ALTERNATE CONTACT**

Name of Registered Agent/Alternate Contact: _____
Address: _____
City: _____ State: __ Zip Code: _____
Primary Phone #: _____
Secondary Phone #: _____
Fax #: _____
Email address: _____
Signature of Alternate Contact: _____

Section V: Current Register The owner shall maintain a current list of occupants. Upon request by City inspectors, police, fire and emergency response personnel investigating violations or potential violations of the City Code or State law, the owner shall present the list of occupants to the investigating personnel.

Example:
 Name: John Doe Address: 219 Fayetteville St

Section VI: Rental Registration Fee Schedule The following are the fees that apply to rental registration. The fees will be \$30 for the first rental unit on a parcel and \$10 for each additional rental unit. The owner(s) of the rental property will be held responsible for yearly payment of these fees. The following are some examples:

1 Single Family Dwelling - \$30
 1 Duplex - \$30 + \$10
 1 Triplex - \$30 + \$10 + \$10
 100 Unit Apartment Complex - \$30 + \$10 x 99 units
 2 single family Dwellings on different parcels - \$30 + \$30
 2 Duplexes on 2 different parcels - \$30 + \$10 + \$30 + \$10

Section VII: Listing of All Rental Property List all rental properties. List the number of units in each building in the associated field. If you own a single family dwelling, the number of units should be 1. If you own anything other than a single family dwelling (townhome, duplex, apartment(s), etc...), list the total number of units beside multi family dwelling. Fill out a separate block for every parcel. If completing the Registration Form online, the total costs of rental registration will appear at the end of Section VII. The registration fee shall be thirty dollars (\$30) for the first unit registered by an owner in a dwelling, apartment house or apartment project and ten dollars (\$10) for each additional unit registered in the same dwelling, apartment house or apartment project.

Address: <u>example: 219 Fayetteville St (15 units)</u>	Number of units	Costs
	Single Family Dwelling _____	_____
	Multi Family Dwelling <u>15</u>	<u>\$170.00</u>
	Total	<u>\$170.00</u>

Address: _____	Number of units	Costs
	Single Family Dwelling _____	_____
	Multi Family Dwelling _____	_____
	Total	_____

Address: _____	Number of units	Costs
	Single Family Dwelling _____	_____
	Multi Family Dwelling _____	_____
	Total	_____

Address: _____	Number of units	Costs
	Single Family Dwelling _____	_____
	Multi Family Dwelling _____	_____
	Total	_____

Address: _____	Number of units	Costs
	Single Family Dwelling _____	_____
	Multi Family Dwelling _____	_____
	Total	_____

Address: _____	Number of units	Costs
	Single Family Dwelling _____	_____
	Multi Family Dwelling _____	_____
	Total	_____

Address: _____	Number of units	Costs
	Single Family Dwelling _____	_____
	Multi Family Dwelling _____	_____
	Total	_____

Address: _____	Number of units	Costs
	Single Family Dwelling _____	_____
	Multi Family Dwelling _____	_____
	Total	_____

Address: _____	Number of units	Costs
	Single Family Dwelling _____	_____
	Multi Family Dwelling _____	_____
	Total	_____

Address: _____	Number of units	Costs
	Single Family Dwelling _____	_____
	Multi Family Dwelling _____	_____
	Total	_____

Address: _____	Number of units	Costs
	Single Family Dwelling _____	_____
	Multi Family Dwelling _____	_____
	Total	_____

Address: _____	Number of units	Costs
	Single Family Dwelling _____	_____
	Multi Family Dwelling _____	_____
	Total	_____

Address: _____	Number of units	Costs
	Single Family Dwelling _____	_____
	Multi Family Dwelling _____	_____
	Total	_____

Address: _____	Number of units	Costs
	Single Family Dwelling _____	_____
	Multi Family Dwelling _____	_____
	Total	_____

TOTAL FOR ALL PROPERTIES **PAY THIS AMOUNT:** _____

Section VIII: Oath/Certification/Payment Every application shall be made under oath and shall contain the information required to identify the owner of the dwelling(s) to be registered, contact information including a street address and telephone numbers, and identification and contact information for any manager or other alternate contact person for the dwelling(s). By signing and mailing this Rental Registration Form you as the owner are certifying that the information provided in this registry is true and accurate to your best knowledge.

Applicant's Signature _____

Date: _____

Pay This Amount:

Check No: _____

Amount of Check: _____

VALIDATION
(For Office Use Only)

**Please make check payable to City of Raleigh
and mail along with completed registration
form to:**

**City of Raleigh
Revenue Services – 04
P.O. Box 590
Raleigh, NC 27602-0590**

**Please include the assigned Registration
Form ID on your check if completed online.**