



## CITY OF ELSMERE RESIDENTIAL RENTAL LICENSE APPLICATION

318 Garvey Avenue

Elsmere, KY 41018

(p): 859-342-7911

(f): 859-342-7910

Website: [www.cityofelsmere.com](http://www.cityofelsmere.com)

**Instructions:** Please complete the application in its entirety. The Rental Property License applications must be completed and returned, by May 31<sup>st</sup>, to the City of Elsmere (318 Garvey Avenue, Elsmere, KY 41018) along with a \$25.00 per unit annually. If you have questions, please call the City of Elsmere (859-342-7911, Ext. 5) to ask for clarification. **If you do not have any changes to your current license please just return bottom portion of invoice.**

### SECTION 1: APPLICANT AND CONTACT INFORMATION

Date of Application	
Name of Rental Business or Landlord	
Occupational License Number*	

\*Please note, an Occupational License is required in order to operate rental property in the City of Elsmere

#### Property Owner Mailing Address (for official city notification and annual renewal reminder)

Name	
Address	
City	
State	
Zip	
Phone	

#### Property Manager / Primary Contact (Please provide all requested information below for the contact person(s) for inquiries regarding the properties listed on the application)

Name	
Phone Number *	
Contact Email *	

\*Phone number & Email may be used by Code Enforcement to schedule rental inspections

**\*\*\* Please list all rental property on second page of application \*\*\***

Please Note:

If there are questions about your rental property, Code Enforcement may contact you via either the phone number or email address supplied.

Rental License approval is contingent upon a Good Standing Review. Applicants are required to have an Occupational License, which can be obtained from the Kenton County Occupation License Department (859) 392-1440. In addition, applicant must be up to date on all city taxes, fees, and liens.

[illegible]

- All licenses issued pursuant to this application will expire on May 31<sup>st</sup> of the following year.
- Applications for renewal license must be filed by May 31<sup>st</sup> of each year.
- In the event that any information on this application changes, the City must be notified within 14 days of the change.

Date \_\_\_\_\_