

CITY OF SPRINGFIELD, OREGON

225 FIFTH STREET • SPRINGFIELD, OR 97477 • PH:(541)726-3753 • FAX: (541)726-3689



RENTAL LICENSE APPLICATION

RENTAL INFORMATION

Type of License: **Rentals**

FEE: (Includes 5% technology fee)

Fourplex or more living units - \$18.38 x No. of Units _____ **Hotels/Motels - \$18.38 x No. of Units _____**

*** Pursuant to The Springfield Municipal Code, Chapter 7; Section 7.340 – 7.346., additional Rentals may be required to obtain a Rental License Application. For additional information call our Business License Office at 726-2295.**

Rental Site Address:	Number of Units:
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City:	State:	Zip:
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Please submit an application for *each* separate property.

PROPERTY OWNER AND CONTACT INFORMATION

Property Owner's Full Name:	Business Name: <i>(If applicable)</i>
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Address:

City:	State:	Zip:
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Phone: ()	Email Add:
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Mail Certificates & Renewals to:

Name:	Address:
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City:	State:	Zip:
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(If applicable, please provide Federal Tax ID and State Registry#)

Federal Tax ID #:	State of Oregon Registry #:
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ADDITIONAL INFORMATION

If managed by anyone other than property owner please fill out below:

Employee/Manager's Full Name:

Employee/Manager's Address:

City:	State:	Zip:
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Phone: ()	Email Address:
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SIGNATURE AND INFORMATION

The information provided on this form is true and complete to the best of my knowledge. I also acknowledge receipt of a copy of the Rental Housing Checklist.

Applicant's Signature	Applicant's Name (Please Print)
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Date	Phone Number
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OFFICE USE ONLY

Date Received		Amount Paid		Cash <input type="checkbox"/> Check <input type="checkbox"/>	Receipt Number	Received by:	
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Comments:

Business License year is July 1st through June 30th of each year. Applications during the business year are not pro-rated and are subject to the entire fee. A penalty of \$10.00 or ten percent of the license fee, whichever is greater, shall accrue for each month a business has operated without obtaining a business license. All Business Licenses are subject to a 5% technology fee. All fees are non-refundable.