

# CITY OF SPRINGFIELD, OREGON

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



## RENTAL LICENSE APPLICATION

APPLICATION FEE: \$18.90 per unit - per Fiscal Year (Includes a 5% technology fee)

All fees are non-refundable

### RENTAL INFORMATION

Fourplex or more Living Units - Number of Units: \_\_\_\_\_  Hotels / Motels - Number of Units: \_\_\_\_\_

Rental Site Address:

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

### PROPERTY OWNER AND CONTACT INFORMATION

Property Owner's Full Name: \_\_\_\_\_ Business Name: \_\_\_\_\_  
(If applicable)

Address:

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

Phone: \_\_\_\_\_ Email Address: \_\_\_\_\_

### MAIL CERTIFICATES AND RENEWALS TO

Name: \_\_\_\_\_ Mailing Address: \_\_\_\_\_

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

Federal Tax ID #: \_\_\_\_\_ State of Oregon Registry #: \_\_\_\_\_  
(If applicable) (If applicable)

### ADDITIONAL INFORMATION

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

Employee/Manager's Full Name: \_\_\_\_\_

Employee/Manager's Address: \_\_\_\_\_

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

Phone: \_\_\_\_\_ Email Address: \_\_\_\_\_

### SIGNATURE AND INFORMATION

Please note that we require a minimum of one (2) week to process the application. Incomplete or missing information will delay the review process.

**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 Name: \_\_\_\_\_ Date: \_\_\_\_\_  
(Please Print)

Applicant's Signature: \_\_\_\_\_ Phone Number: \_\_\_\_\_

**Payment must be submitted with application. Make checks payable to: City of Springfield**

**Mailing Address: City of Springfield, Business Licensing, 225 Fifth Street, Springfield, OR 97477**

The Business License year is July 1<sup>st</sup> through June 30<sup>th</sup> of each year (Fiscal 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 and no license is transferable.