

# RENTAL LICENSE APPLICATION

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



APPLICATION FEE: \$26.88 per unit - per Fiscal Year (Includes a 7.5% administrative fee)  
All fees are non-refundable

## RENTAL INFORMATION

<input type="checkbox"/> Fourplex or more Living Units - Number of Units: _____		<input type="checkbox"/> Hotels / Motels - Number of Units: _____	
Rental Property Name:			
Rental Property Address:			
City:		State:	Zip:

## PROPERTY OWNER 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:

## ADDITIONAL INFORMATION

If managed by anyone other than the property owner, complete the below:

Employee/Manager's Full Name:			
Employee/Manager's Address:			
City:		State:	Zip:
Phone Number:		Email Address:	

## SIGNATURE

Please note that we require a minimum of two (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.**

Applicant's Name: (Please Print)		Date:
Applicant's Signature:		Phone Number:

Expedited Fee – Additional 50% of Application Fee  Yes      Applicant's Initials \_\_\_\_\_

**Expedited Fee is not a guarantee of approval; specific conditions may apply.**

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

The Business License year is July 1<sup>st</sup> through June 30<sup>th</sup> of each year (Fiscal Year). Applications made during the business year are not pro-rated and are subject to the entire fee. All Business Licenses are subject to a 7.5% administrative fee. All fees are non-refundable and no license is transferable.