



**City of Lawrence**  
PLANNING & DEVELOPMENT SERVICES

1 Riverfront Plaza, Suite 110, Lawrence, Kansas 66044 Phone: (785) 832-7700

**Rental License Application**

Please complete this application and return with license fee(s) to the Development Services Office either by mail or by visiting our office. **Section 8 properties are required to have a license but do not pay the annual license fee and are not inspected by city inspectors. These properties receive an annual inspection performed by the Lawrence-Douglas County Housing Authority.** The annual license fee schedule is based on the total number of units owned by an owner and is the following:

Section 6-1304 Rental License Fees

1. 1-50 Dwelling Units: \$17 per unit Dwelling Unit
2. 51-100 Dwelling Units: \$850.00, or \$16.00 per Dwelling Unit, whichever amount is more
3. 101-150 Dwelling Units: \$1,600.00, or \$15.00 per Dwelling Unit, whichever amount is more
4. 151 + Dwelling Units; \$2,250, or \$14.00 Per Dwelling Unit, whichever amount is more

**Owner**

Name: \_\_\_\_\_ Phone Number: ( ) \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip Code: \_\_\_\_\_

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

A property owner living 40 miles or more outside of Lawrence, KS. **MUST** appoint a resident agent within 40 miles of Lawrence, KS. The agent shall have the authority to receive communications, service of process, summons, notices and other legal process on behalf of the owner. **All correspondence regarding this license will be sent to the agent if designated.**

**Resident Agent**

Check box if you wish for all correspondence to be sent to your agent

Name: \_\_\_\_\_ Phone Number: ( ) \_\_\_\_\_

Address: \_\_\_\_\_ City \_\_\_\_\_ Zip Code: \_\_\_\_\_

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



**Rental Property Information**

**Each Residential Rental Property should be listed separately and will be licensed individually.**

Address: \_\_\_\_\_ # of Units \_\_\_\_\_ # of Structures: \_\_\_\_\_

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Address: \_\_\_\_\_ # of Units \_\_\_\_\_ # of Structures: \_\_\_\_\_

If a dwelling unit is on Section 8 housing, please identify the unit numbers(s) and date of last inspection for such unit(s) below:

Address: \_\_\_\_\_ Date of last inspection: \_\_\_\_\_

Address: \_\_\_\_\_ Date of last inspection: \_\_\_\_\_

Address: \_\_\_\_\_ Date of last inspection: \_\_\_\_\_

Address: \_\_\_\_\_ Date of last inspection: \_\_\_\_\_

Address: \_\_\_\_\_ Date of last inspection: \_\_\_\_\_

**Copy this page if there are additional properties to identify**



**Occupancy Regulations**

The Development Code, Chapter 20, regulates the occupancy of residential dwelling units. Pursuant to the table identified in section 20-601(d)(i) the following regulations should be adhered to:

- For dwelling units located in a (RS) Single-Dwelling zoned district and all other detached dwelling units (house) located in other zoning districts, no more than a group of **three un-related** persons may reside within such dwelling unit.
- For dwelling units located in a (RM) Multi-Family zoned district and all other non-detached dwelling units located in other districts, no more than a group of **four un-related** persons may reside within such dwelling unit.
- For dwelling units approved as a Congregate Living use, the occupancy is established through site plan approval. The number of occupants is on file with the Planning Office. Please call 832-7700 to determine occupancy for Congregate Living units.

I acknowledge that I have read the above section and will not knowingly or intentionally violate the occupancy regulations set forth therein. I have advised my tenants of these occupancy regulations and have provided them page 3 of this application to educate them on the legal occupancy of the dwelling unit for which they rent.

**Owner Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Return Pages 1 through 3 to Development Services. Page 4 should be given to tenant(s)**



### Occupancy Regulations for Dwelling Units

Property owners shall check appropriate zoning designation for their rental property and present form to tenant(s) for their review.

- For dwelling units located in RS (Single-Dwelling) zoning districts and detached dwelling units located in other zoning districts.

You, the tenants of \_\_\_\_\_, must adhere to the occupancy regulations set forth in the table located in section 20-601(d)(i) of the City's Development Code. No more than a group of **three un-related** persons may reside within such dwelling unit.

- For dwelling units located in RM (Multi-Family) zoning districts and non-detached dwelling units located in other zoning districts.

You, the tenants of \_\_\_\_\_, must adhere to the occupancy regulations set forth in the table located in located in section 20-601(d)(i) of the City's Development Code. No more than a group of **four un-related** persons may reside within such dwelling unit.

- For approved Congregate Living dwelling units.

You, the tenants of \_\_\_\_\_, must adhere to the occupancy regulations set forth with the approval of the Congregate Living use. No more than \_\_\_\_\_ unrelated persons may reside within the dwelling unit addressed as \_\_\_\_\_.

Tenants may call 785-832-7700 if they have questions regarding the legal occupancy for the dwelling unit they live in.