

Please complete the application and return to the Development Services Department either by mail or dropping off the application. **Attach the annual \$25.00 rental license fee with the application.**
Each dwelling unit requires a separate application.

Owner Information:

Rental Property Address: _____

Property Owner Name: _____

Property Owner Address: _____

Home Phone Number: (_____) _____ Cell Phone Number: (_____) _____

Email Address: _____

In an effort to increase our communication with landlords and property managers, please provide your email address so that we can send out occasional emails with pertinent information. The City of Lawrence will not share your email address with outside vendors and only utilizes email addresses for city-specific communications.

A property owner **may** appoint a person or management company to serve as a local agent of the owner. All of our correspondence is with the property owner unless owner checks box below.

Agent Information: Please send all correspondence to my agent

Name: _____

Company: _____

Address: _____

City: _____ State: _____

Zip Code _____

Phone Number: (_____) _____

Email Address: _____

Section 8 Housing:

Yes No

If yes, date of last inspection:

When Section 8 is verified, no additional inspection is necessary.

There is no license fee if property is Section 8.

Be advised per section 20-202 (g) of the City of Lawrence Land Development Code: In RS, Single-Dwelling Residential Districts, a Dwelling Unit shall only be occupied by a Family as defined in Section 20-1701, Family (1), (2) or (3).

Definition of Family: (1) A person living alone; (2) two or more persons related by blood, marriage, or legal adoption; (3) in an RS Zoning District, a group of not more than three persons not related by blood or marriage, living together as a single Housekeeping Unit in a Dwelling Unit, as distinguished from a group occupying a Dormitory, Boarding House, lodging house, motel, hotel, fraternity house or sorority house; or (4) in a Zoning District other than RS, a group of not more than four persons not related by blood or marriage, living together as a single Housekeeping Unit in a Dwelling Unit, as distinguished from a group occupying a Dormitory, Boarding House, lodging house, motel, hotel, fraternity house or sorority house.

I acknowledge that I have read the above Code section set forth by the City of Lawrence and will adhere to the occupancy guidelines set forth therein.

Signature

Date

For Staff Use:

License Number: _____

PAID:

STAFF Initials _____