

City of Elsmere Residential Rental Property License Application

Instructions: Please complete the application in its entirety. A separate application must be submitted for each rental property building owned within the City of Elsmere (each living unit is subject to the rental unit license fee). The Rental Property License applications must be completed and returned to the City of Elsmere (318 Garvey Avenue, Elsmere, KY 41018) along with a \$25.00 per rental unit licensing fee, payable to the City of Elsmere. **PLEASE DO NOT LEAVE ANY LINES BLANK**, if you have questions, please call the City of Elsmere (859-342-7911, Ext. 5) to ask for clarification.

OWNERS NAME (LAST, FIRST MI) CO-OWNERS NAME (LAST, FIRST MI)

OWNERS STREET ADDRESS CITY STATE ZIP CODE

RENTAL PROPERTY STREET ADDRESS CITY STATE ZIP CODE

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HOME MOBILE WORK HOME MOBILE WORK EMAIL ADDRESS

PROPERTY MANAGER/PRIMARY CONTACT NAME (LAST, FIRST MI) – Must be within 30 mile radius of Elsmere.

MANAGER/PRIMARY CONTACT STREET ADDRESS CITY STATE ZIP CODE

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HOME MOBILE WORK HOME MOBILE WORK EMAIL ADDRESS

Please list a convenient time in which inspections may take place if an inspection of your property is requested by the City: Morning _____ Afternoon _____ Evening _____

Applicants are required to obtain an Occupational License and all city taxes and/or fees must be up to date. The Elsmere Rental Unit Inspector, as defined by the "Residential Rental Property Ordinance," may enter the building to inspect the building at any reasonable time. Any person or business found to be in violation of any section of the rental license requirements as contained within the City of Elsmere, Kentucky Code of Ordinances Chapter 121, shall be deemed to have committed a civil offense and shall be fined not less than \$100 per day per violation but not more than \$500 per day per the violation or the cost to the city to abate the violation, or both. Each date that a violation of this code continues after due notice has been served in accordance with the terms of this code shall be deemed a separate offense to a maximum of \$10,000 per citation.

I, the undersigned, hereby certify that I am authorized to sign this rental license application for the above property and that I am in full compliance with all rental license requirements outlined in the City of Elsmere Code of Ordinances, Chapter 121, and I understand that failure to comply with any of these requirements shall be adequate grounds for denial, refusal to renew, revocation, or suspension of my license.

Signature of Owner

Date

OFFICE USE ONLY

Issuance of a license is:

Approved Conditionally Approved (Conditions Attached) Denied (Notification Attached)

Dated this _____ day _____ of 20 _____