

RESIDENTIAL PROPERTY REGISTRATION FORM  
PLEASE PRINT LEGIBLY OR TYPE

DATE: \_\_\_\_\_

OWNER INFORMATION:

Name of Legal Property Owners(s):\*\*

\_\_\_\_\_

\*\*All persons listed on title of property must be included on this form. If property is held in Trust, attach names of all beneficial interest holders pursuant to requirements of State Statutes.

Property Owner #1 Address: (P.O. Box not acceptable)

\_\_\_\_\_

Home Phone: \_\_\_\_\_ Work: \_\_\_\_\_ Cell: \_\_\_\_\_

Email address: \_\_\_\_\_

Property Owner #2 Address: (P.O. Box not acceptable)

\_\_\_\_\_

Home Phone: \_\_\_\_\_ Work: \_\_\_\_\_ Cell: \_\_\_\_\_

Email address: \_\_\_\_\_

If the owner resides outside a 25 mile radius from Spring Valley, you must designate a local agent (within 25 miles of Spring Valley) to accept property maintenance and notice/service responsibility. (P.O. Box not acceptable)

Agent Name: \_\_\_\_\_

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

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

Home Phone: \_\_\_\_\_ Work: \_\_\_\_\_ Cell \_\_\_\_\_

**I the undersigned, hereby certify that:**

1. The information submitted in this application is an accurate representation of the facts on the date of the application.
2. The registration/license fee does not constitute official licensing until compliance with all the provisions of the Property Maintenance Code has been verified through inspection by authorized personnel.

**OWNERS:** \_\_\_\_\_

RENTAL PROPERTY TENANT INFORMATION

PLEASE PRINT LEGIBLY OR TYPE

Address of Property: \_\_\_\_\_

Number of Units: \_\_\_\_\_

Unit Number: \_\_\_\_\_

Names of all adult tenants (18 years or older) living in the unit:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

It is the responsibility of the Landlord to provide written notification of any change in tenancy to the city within 10 business days of such change.

RENTAL PROPERTY CHANGE OF TENANCY INFORMATION

PLEASE PRINT LEGIBLY OR TYPE

Address of Property: \_\_\_\_\_

Date: \_\_\_\_\_

Unit Number: \_\_\_\_\_

Names of all adult tenants (18 years or older) living in the unit:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

It is the responsibility of the Landlord to provide written notification of any change in tenancy to the city within 10 business days of such change.