



# CITY OF HARVARD

## RESIDENTIAL RENTAL LICENSE APPLICATION

### Section 1-Property Address(es) for Which License is Requested:

| Rental Dwelling Address | PIN | Number of Units |
|-------------------------|-----|-----------------|
|                         |     |                 |
|                         |     |                 |
|                         |     |                 |
|                         |     |                 |

For multiple properties, a separate list of addresses, PINs and units may be attached.

### Section 2-Owner or Owner's Agent Contact Information:

Owner's Name \_\_\_\_\_ Address \_\_\_\_\_ City/State/zip \_\_\_\_\_

E-Mail \_\_\_\_\_ Telephone \_\_\_\_\_

Agent's Name \_\_\_\_\_ Address \_\_\_\_\_ City/State/Zip \_\_\_\_\_

E-Mail \_\_\_\_\_ Telephone \_\_\_\_\_

I am the Owner \_\_\_\_\_

I am the agent of the Owner \_\_\_\_\_

Owner or Owner's Agent Signature \_\_\_\_\_

**RENTAL PROPERTY REGISTRATION:** All owners of rental property shall register each residential rental property with the Community Development Department every two years between January 1<sup>st</sup> and February 28<sup>th</sup>. If there is any change in the registration information, the owner must update the registration information within 30 days.

Registration can be made on line at [www.cityofharvard.org](http://www.cityofharvard.org) and include the following information:

1. Identity of the property location by common address and property index number(PIN);
2. The number of dwelling units and Address of each unit;
3. Name, address, phone number and e-mail address of the property owner;
4. Name, address, phone number and e-mail address of the property manager (if applicable);
5. In the case of a corporation or trust, the name, address, phone number and e-mail address (if available) of the person who is a corporation officer or trustee that has authority to take corrective action;
6. And if applicable, an agent designated by the owner for service purposes.
7. Failure to provide information required on this form or the submission of false or incorrect information may result in the denial or revocation of the rental license and/or penalties in accordance with the City of Harvard Section 11.06-B.
8. YOU CAN E-MAIL APPLICATION TO [nutley@cityofharvard.org](mailto:nutley@cityofharvard.org)
9. LATE APPLICATIONS WILL BE CHARGED A LATE FEE