



UNIFIED GOVERNMENT RENTAL LICENSE/INSPECTION  
 4953 State Avenue  
 Kansas City, Kansas 66102  
 (913) 573-8649  
 (913) 573-8622 (Fax)



**RESIDENTIAL RENTAL LICENSE APPLICATION**

**OWNER INFORMATION**

Owner/Partnership/Corp/LLC Name: \_\_\_\_\_  
 Managing Partner/CEO Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_  
 Owner's Mailing Address: \_\_\_\_\_ Phone#( ) \_\_\_\_\_  
 City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
 Email address: \_\_\_\_\_

**RESIDENT AGENT/MANAGEMENT** (If owner does not reside in Kansas City, Kansas, a Kansas City, Kansas resident agent must be appointed for service of process.)

Resident Agent/Manager: \_\_\_\_\_ Date of Birth: \_\_\_\_\_  
 Agent/Manager Mailing Address: \_\_\_\_\_ Phone#:( ) \_\_\_\_\_  
 City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
 Email address: \_\_\_\_\_

<u>RENTAL PROPERTY ADDRESS</u>	<u>UNIT #</u>	<u># OF UNITS</u>	<u>TOTAL FEE</u>	<u>REAL ESTATE TAXES CURRENT?</u>
(1) _____	_____	_____	_____	_____
(2) _____	_____	_____	_____	_____
(3) _____	_____	_____	_____	_____
(4) _____	_____	_____	_____	_____
(5) _____	_____	_____	_____	_____

**Total Fee for All Properties** \_\_\_\_\_

(If licensing more than 5 properties please attach additional application form)

I, \_\_\_\_\_, declare under penalty of false statement, that to the best of my knowledge and belief, the above information is correct and true. This \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_.

**Signature** \_\_\_\_\_ **Title** \_\_\_\_\_

The filing of this statement neither confirms or denies the use of land as regulated by the zoning ordinances of the Unified Government, nor relieves the applicant from compliance with any other regulating ordinance (#65072).

**Please see other side(page 2) for additional information.**

**Make check or money order payable to Unified Government Treasurer**

**PO Boxes will not be accepted as a mailing address unless submitted along with a street address**

**THE YEARLY LICENSE FEE IS \$32.00 FOR THE BUILDING  
AND \$23.00 FOR EACH UNIT IN THE BUILDING**

New applications are due upon change of ownership or prior to occupancy of a residential rental unit. Occupancy of a rental property without a rental license may have past fees and penalties due. Renewals of rental license fees are due May 1<sup>st</sup> of each year. Renewal license fees not paid by August 1<sup>st</sup> of each year will be assessed a penalty equal to 10% of the license fee. Each month thereafter will accrue an additional penalty of 10% until paid. City Ordinance #66057, #66101, #66175.

**EXAMPLES FOR LICENSE FEE COMPUTATION:**

(1) Single Unit:	\$55.00	Fee(\$32.00 for the building and \$23.00 for one unit)
(2) Duplex:	\$78.00	Fee(\$32.00 for the building and \$23.00 each for 2 units - \$46.00)
(3) 4-plex:	\$124.00	Fee(\$32.00 for the building and \$23.00 each for 4 units - \$92.00)
(4) 20 Unit Building:	\$492.00	Fee(\$32.00 for the building and \$23.00 each for 20 units - \$460.00)

**All real estate/personal property taxes must be current or on a payment plan through the Unified Government Treasurer's office (913-573-2817) before a residential rental license will be issued.**

**Residential rental licenses are non-transferable and non-refundable. A new rental license application shall be required for each change of ownership of a rental dwelling (Ord. #66057)**

**No person shall rent to another for occupancy, shall offer for rent, or shall allow to be occupied any rental dwelling unit unless the owner has first obtained a license or provisional license.**