

CITY OF SPRINGFIELD, OREGON

225 FIFTH STREET • SPRINGFIELD, OR 97477 • PH:(541)726-3753 • FAX: (541)726-3689



RENTAL LICENSE APPLICATION

RENTAL INFORMATION

Type of License: **Rentals**

FEE: (Includes 5% technology fee)

Fourplex or more living units - \$17.85 x No. of Units _____ **Hotels/Motels - \$17.85 x No. of Units _____**

*** Pursuant to The Springfield Municipal Code, Chapter 7; Section 7.340 – 7.346., additional Rentals may be required to obtain a Rental License Application. For additional information call our Business License Office at 726-2295.**

Rental Site Address:

Number of Units:

City:

State:

Zip:

Please submit an application for *each* separate property.

PROPERTY OWNER AND CONTACT INFORMATION

Property Owner's Full Name:

Business Name: *(If applicable)*

Address:

City:

State:

Zip:

Phone:
()

Email Add:

Mail Certificates & Renewals to:

Name:

Address:

City:

State:

Zip:

(If applicable, please provide Federal Tax ID and State Registry#)

Federal Tax ID #:

State of Oregon Registry #:

ADDITIONAL INFORMATION

If managed by anyone other than property owner please fill out below:

Employee/Manager's Full Name:

Employee/Manager's Address:

City:

State:

Zip:

Phone:
()

Email Address:

SIGNATURE AND INFORMATION

The information provided on this form is true and complete to the best of my knowledge

Applicant's Signature

Applicant's Name (Please Print)

Date

Phone Number

OFFICE USE ONLY

Date Received		Amount Paid		Cash <input type="checkbox"/>	Check <input type="checkbox"/>	Receipt Number		Received by:	
---------------	--	-------------	--	-------------------------------	--------------------------------	----------------	--	--------------	--

Comments:

Business License year is July 1st through June 30th of each year. Applications during the business year are not pro-rated and are subject to the entire fee. A penalty of \$10.00 or ten percent of the license fee, whichever is greater, shall accrue for each month a business has operated without obtaining a business license. All Business Licenses are subject to a 5% technology fee. All fees are non-refundable.