

CITY OF SPRINGFIELD, OREGON

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



RENTAL LICENSE APPLICATION

APPLICATION FEE: \$19.95 per unit - per Fiscal Year (Includes a 5% technology fee)

All fees are non-refundable

RENTAL INFORMATION

Fourplex or more Living Units - Number of Units: _____ Hotels / Motels - Number of Units: _____

Rental Site Address:

City: _____ State: _____ Zip: _____

PROPERTY OWNER AND CONTACT INFORMATION

Property Owner's Full Name: _____ Business Name: _____
(If applicable)

Address:

City: _____ State: _____ Zip: _____

Phone: _____ Email Address: _____

MAIL CERTIFICATES AND RENEWALS TO

Name: _____ Mailing Address: _____

City: _____ State: _____ Zip: _____

Federal Tax ID #: _____ State of Oregon Registry #: _____
(If applicable) (If applicable)

ADDITIONAL INFORMATION

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

Employee/Manager's Full Name: _____

Employee/Manager's Address:

City: _____ State: _____ Zip: _____

Phone: _____ Email Address: _____

SIGNATURE AND INFORMATION

Please note that we require a minimum of one (2) week to process the application. Incomplete or missing information will delay the review process.

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

I also acknowledge receipt of a copy of the Rental Housing Checklist.

Applicant's Name: _____ Date: _____
(Please Print)

Applicant's Signature: _____ Phone Number: _____

Payment must be submitted with application. Make checks payable to: City of Springfield

Mailing Address: City of Springfield, Business Licensing, 225 Fifth Street, Springfield, OR 97477

The Business License year is July 1st through June 30th of each year (Fiscal 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 and no license is transferable.