CITY OF SPRINGFIELD

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

RENTAL LICENSE APPLICATION

APPLICATION FEE: $21.00 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 Property Name:		
Rental Property 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:

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 Please note that we require a minimum of two (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.	
Applicant's Name: (Please Print)	Date:
Applicant's Signature:	Phone Number:
Expedited Fee – Additional 50% of Application Fee ☐ Yes Applicant's Initials _____ **Expedited Fee is not a guarantee of approval; specific conditions may apply.**	
Payment must be submitted with application. Make checks payable to: City of Springfield	

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.