

RENTAL LICENSE APPLICATION

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



APPLICATION FEE: \$21.00 per unit - per Fiscal Year (Includes a 5% technology fee)
All fees are non-refundable

RENTAL INFORMATION

<input type="checkbox"/> Fourplex or more Living Units - Number of Units: _____	<input type="checkbox"/> Hotels / Motels - Number of Units: _____	
Rental Property Name:		
Rental Property Address:		
City:	State:	Zip:

PROPERTY OWNER 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, complete the below:

Employee/Manager's Full Name:		
Employee/Manager's Address:		
City:	State:	Zip:
Phone Number:	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 made 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.