



**City of Leavenworth**  
 100 N. 5<sup>th</sup> Street, Leavenworth, Kansas 66048  
 Phone 913-682-9201  
 Fax: 913-651-7143

**RENTAL REGISTRATION  
 PROGRAM APPLICATION**

Application Date: \_\_\_\_\_

New Registration \$20.00 (CC33)     Late Registration \$40.00 (CC34)     Update (no fee)

**OWNER OF RECORD** (*Corporation Name/Chief Operating Officer*):

Name: \_\_\_\_\_ Daytime Phone: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Fax: \_\_\_\_\_ Email Address: \_\_\_\_\_

**RESIDENT AGENT:** (*if owner does not live within a 40 Mile radius from the City of Leavenworth*):

Name: \_\_\_\_\_ Daytime Phone: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Fax: \_\_\_\_\_ Email Address: \_\_\_\_\_

RENTAL PROPERTY ADDRESS	UNIT TYPE SINGLE OR MULTI-FAMILY DWELLINGS	NUMBER OF UNITS
1.		
2.		
3.		
4.		

If registering more than four (4) properties, please attach additional application form.

The owner of each rental residential dwelling must make written application showing the owner of record and the applicable agent or operator/manager information. This requirement shall apply to all rental dwellings, including rented single-family and multi-family dwellings and rented dwelling units in owner-occupied dwellings.

1. A one (1) time registration shall be filed per owner of all property in which rental dwellings exist providing all property is titled under the same name; and
2. If the owner of the property in which rental dwellings exist is titled under different names, each property titled differently will be required to submit additional registrations; and
3. The City shall have the authority to exercise its powers under this Article, including the power to enforce or to declare one or more of owner's rental dwellings in violation of this **Article (Sec. 2-351)**.
4. In cases where the owner of the rental dwelling resides more than 40 miles outside of the City of Leavenworth, Kansas, the owner shall designate a resident agent who shall reside within a 40-mile radius of the corporate limits of the City of Leavenworth, Kansas.

No application shall be considered without payment of a \$20 fee. If the owner of each rental dwelling fails to register the rental prior to occupancy or rental the registration fee will be \$40

I declare under penalty of perjury that the statements made herein are true and correct.

Signature of Owner or Agent: \_\_\_\_\_ Date: \_\_\_\_\_

**FOR OFFICE USE ONLY**

New Registration (1700)     Late Registration (1701)    Registration Number: \_\_\_\_\_

Received by \_\_\_\_\_ Date Received: \_\_\_\_\_ Database Updated: \_\_\_\_\_