



WESTMINSTER
COLORADO

Department of Community Development Rental Dwelling Registration Application

The City of Westminster complies with the Colorado Open Records Act (CORA). Public records include all writings made, maintained, or kept by the city, regardless of physical form or characteristic.

Rental Dwelling Information

Dwelling Owners are required to register the following types of dwelling units, in the City of Westminster, if the units are made available for rent: Single Family ____ Duplex ____ Tri-plex ____ Townhome ____ Condominium ____

Rental Dwelling Address _____, Westminster, CO, Zip _____

Rental Dwelling Subdivision Name (if applicable) _____

Year Built: _____ # of Stories: _____

Basement: Y ____ N ____ Crawlspace: Y ____ N ____

Is there an HOA? Y ____ N ____ HOA Contact Person _____

HOA Contact Address _____ HOA Contact Phone () _____

HOA Contact Email _____

Number of bedrooms: Studio ____ 1 Bdrm ____ 2 Bdrm ____ 3 Bdrm ____ 4 Bdrm ____

Type of Application: New Renewal

Change in: Rental Dwelling Owner Information Managing Agent, Operator, or Information

Change in # of Rental Dwellings: From ____ To ____ Reason for Change _____

Rental Dwelling Owner(s) Information

For rental dwellings with multiple owners, please attach information requested below for EACH owner.

Rental Dwelling Owner Name _____

Physical Address _____ City _____ State _____ Zip _____

Mailing Address (if different) _____ City _____ State _____ Zip _____

Phone () _____ Cell () _____ Fax () _____ *E-mail _____

Management Company/Agent/Operator Information (if other than Owner)*

Management Company/Agent/Operator Name _____

Contact Person _____

Physical Address _____ City _____ State _____ Zip _____

Mailing Address (if different) _____ City _____ State _____ Zip _____

Phone () _____ Cell () _____ Fax () _____ *E-mail _____

LOCAL AGENT (owner or manager resides/lives over 50 miles from dwelling)

The City of Westminster requires all owners of residential rental dwellings to assign a Local Agent to receive legal service of process. Owners residing or operating a permanent place of business in Westminster, or within a fifty (50) mile radius of the rental property, may designate themselves. **Owners who do not reside or operate a permanent place of business in Westminster (or within a fifty (50) mile radius of the rental property) MUST designate a Local Agent who resides or operates a permanent place of business within a fifty (50) mile radius of the rental property.** A local agent may include but is not limited to a designated family member, friend, or tenant.

____ Owner designates the below named person as Local Agent.

Local Agent Name (Please Print) _____

Local Agent Physical Address _____ City _____ Zip Code _____

*Email _____ Daytime Phone() _____ Cell Phone() _____

____ Owner designates self as Local Agent and resides or operates a permanent place of business within fifty (50) miles of the rental dwelling.

Owner

Name _____
(print)

Title _____
(print)

Signature _____

Date _____

Manager/Local Agent/Operator

Name _____
(print)

Title _____
(print)

Signature _____

Date _____

** Email is the primary method of correspondence used by Rental Properties.*

Please send completed forms to:

Holly Clayton, Lead Housing Inspector
Attn: Rental Properties
Department of Community Development
4800 W 92nd Ave.
Westminster, CO 80031

Email: hclayton@cityofwestminster.us

Phone: 303-658-2091

Fax: 303-706-3922

Website:

www.cityofwestminster.us/Government/Departments/CommunityDevelopment/RentalPropertyInspection