



Department of Community Development
Rental Property License Application

Rental Property Address _____, Westminster, CO,
Zip _____

(Attach a separate sheet to list multiple addresses and show individual unit numbering or attach a site map and label with addresses.)

Property/Apt./Subdivision Name (if applicable)

Building Type: 4-Plex [] Townhouse/Condo (4 or more units) [] Multi-Family Apt (5 or more units) []

Year Built: _____ # of Stories: _____ #of Buildings: _____ Total # of Units _____
of Model Units _____

Basement: Y [] N [] Crawlspace: Y [] N []

Is there an on-site leasing office? Y [] N []
Leasing Office Address (include unit #) _____

Number of each type of unit within the property: Studio _____ 1 Bdrm _____ 2 Bdrm _____ 3 Bdrm _____ 4 Bdrm _____

Type of Application: New [] Renewal []

Change in: Property Owner Information [] Managing Agent, Operator, or Information []

Change in # of Rental Units: From _____ To _____
Reason for Change _____

Property Owner(s) Information

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

Property Owner Name

Physical Address _____ City _____ State _____
Zip _____

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

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

Managing/Local Agent Information (if other than Owner)*

The City of Westminster requires all owners of residential rental property 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.

Property Management Company Name _____

Physical Address _____ City _____ State _____
Zip _____

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

Phone (____) _____ Cell (____) _____ Fax (____) _____

E-mail _____

Contact Person _____

Relationship to Owner _____

Site Manager Information (if different than Managing/Local Agent*)

Name _____
Title _____

Relationship to Owner _____

Physical Address _____ City _____ State _____
Zip _____

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

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

***PLEASE NOTE: Property Managers, Local Agents or Operators must attach proof of authority to act as owner's authorized representative. Managing/Local Agent/Site Manager MUST check the box below to accept responsibility for service of legal process.**

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

By checking the box below, I assert, under penalty of perjury, that the above information is true, correct and complete and that, to the best of my knowledge, it contains no false or misleading information. I also attest, as is required by WMC § 5-12-5, as follows:

- I am in good standing for any other permits or licenses issued by the City of Westminster;***
- Every unit of my rental property complies with the requirements set forth in WMC, Title XI, Chapter 12;***
- I will promptly notify the city of changes to any of the information provided above; and***
- I will not obstruct a City inspection of my rental property that is being conducted pursuant to WMC, Title XI, Chapter 12.***

I understand that checking this box constitutes a legal signature confirming I acknowledge and agree to the above terms.

Owner

Name _____
(print)

Title _____
(print)

Date _____

Managing/Local Agent or Site Manager

Name _____
(print)

Title _____
(print)

Date _____

Please send completed forms to:

Mary Moline
Attn: Rental Properties
Department of Community Development
4800 W 92nd Ave.
Westminster, CO 80031

Email: mmoline@cityofwestminster.us

Phone: 303-658-2456

Fax: 303-706-3922

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