



Department of Community Development
Rental Dwelling Registration Application

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 \_\_\_\_\_

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

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 Address \_\_\_\_\_ Daytime Phone (\_\_\_\_) \_\_\_\_\_  
Cell Phone (\_\_\_\_) \_\_\_\_\_

Fax (\_\_\_\_) \_\_\_\_\_

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

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/Operator**

Name \_\_\_\_\_  
(print)

Title \_\_\_\_\_  
(print)

Date \_\_\_\_\_

Please send completed forms to:

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

Email: [mmoline@cityofwestminster.us](mailto:mmoline@cityofwestminster.us)

Phone: 303-658-2456

Fax: 303-706-3922

Website: [www.cityofwestminster.us/Government/Departments/CommunityDevelopment/RentalPropertyInspection](http://www.cityofwestminster.us/Government/Departments/CommunityDevelopment/RentalPropertyInspection)