## COTLogoTransparencyBackground.gifRental Housing License Application – City of Tualatin

18880 SW Martinazzi Avenue, Tualatin, OR 97062

Contact: Mary Daily | Phone: 503.691.3058 | mdaily@tualatin.gov

Additional information may be found on the website: www.tualatinoregon.gov

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| Business/Owner/Management Information: | | |
| Section A: | Property Name, if Apartment Complex: | |
| Rental Owner Name: | |
| Rental Location Street Address: | |
| City: | State, Zip |
| Owner Phone Number: | |
| Owner Mailing Address, if different from above: | |
| City, State, Zip: | |
| Owner Email Address: | |
| Property Management Company, if applicable: | |
| Name: | |
| Address: | |
| City: | |
| State, Zip: | |
| Property Manager Email: | |

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| Exempt? Proof is Required: | |
| Section B: | Rental(s) with a recorded deed restriction that require units to be rented affordably to households at or below 50% of the Area Median Income. |
| Rental(s) under contract with a public agency that requires the rental to be inspected annually and verifies the dwelling is rented to a low income household. |
| Rental(s) designated as senior or disabled housing by a public agency. |
| Rental License Fees: **(fees are based on the number of rental units)** | |
| Section C: | |  |  |  | | --- | --- | --- | | **State the actual number of rental units and exclude owner or manager occupied:** | | | | Per Unit: | $ 10.00 | We accept payment by check, cash or credit card.    Payable to:  **City of Tualatin**  **Attention: Rental Licensing**  **18880 SW Martinazzi Ave**  **Tualatin, OR 97062** | | x number of units: | \_\_\_\_\_\_\_\_ | | Total | $\_\_\_\_\_\_\_\_ | |  |  | |  |  |   EXEMPT: Meet the criteria above. An application must be submitted. |

Please note: *Renewal fees are due March 31. After the due date, a penalty of $100 will be assessed to the owner for each unpaid per unit fee if the annual fee is not paid by the date specified*. *The license will not be renewed until paid in full. Please contact us with any change of address or ownership.*

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| Acknowledgment: |

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| Section D: | Every person who owns or operates a residential rental unit must first obtain an annual Rental Housing License,  at a cost of $10 per unit.  This applies to all buildings or portions of buildings that are legally used for human habitation, including manufactured dwelling units and are covered by a rental agreement.  Please review the full code for more details on license exemptions, fee, fines and the complaint process.  **As a rental property owner, you must also provide a copy of** [**TMC 6-13**](http://www.tualatinoregon.gov/municipalcode/chapter-06-13-rental-housing-maintenance-standards) **to each rental unit**. This form is available to copy and print from the website www.tualatinoregon.gov/forms/rental housing.  Tualatin Municipal Code Chapter 6, Section 13 (TMC 6-13) establishes Rental Housing Maintenance Standards in  an effort to safeguard the health, safety and welfare of the owners, occupants and users of residential rental buildings, and the neighbors to these properties. The code is intended to supplement the habitability standards of the Oregon Residential Landlord and Tenant Act ORS 90.100.  The City of Tualatin rental license is renewed on a yearly basis beginning on April 1st and expiring on March 31st and is non-refundable. Renewal notices will automatically be mailed to you.    I am in compliance with the City’s License Requirements Tualatin Municipal Code Chapter 6-13 (requirements can be found at [www.tualatinoregon.gov](http://www.tualatinoregon.gov) – Forms – Rental Housing). I will provide one copy to each rental unit.  **I hereby certify that the information contained herein is true to the best of knowledge. I hereby agree to abide by the ordinances of the City and to correct any hazards or violations as they may pertain to the above rental. Issuance of this license does not guarantee that the use conforms to the City of Tualatin land use regulations.**  **Print Name:**  **Signature: Date:** | |
| For Admin Use Only: | | |
| County | | License #: |