



2022 RENTAL HOUSING LICENSE APPLICATION

(or change in rental information)

Address of Rental Unit: _____

Name of Property Owner: _____

Address of Property Owner: _____

City: _____ State: _____ Zip: _____

Work Phone: _____ Home Phone: _____

Cell Phone: _____ E-mail Address: _____

Preferred method of contact: _____ Phone/Mail/Fax/Email

OCCUPANTS

Name of Renters: _____

Number of Occupants: _____ Number of Bedrooms: _____

Renter's home phone: _____ Renter's Cell Phone: _____

Renter's E-mail Address: _____

ST. JAMES CITY CODE **requires** a local agent if owner does **not** have a St. James address

Name of Agent: _____

Address of Agent: _____

City: _____ State: _____ Zip: _____

Work Phone: _____ Home Phone: _____

Cell Phone: _____ E-mail Address: _____

Payment is due upon receipt of this application. ALL INFORMATION MUST BE COMPLETE ON APPLICATION OR APPLICATION WILL NOT BE CONSIDERED VALID.

NOTE: It is the responsibility of the landlord to notify City Hall of change or transfer in renter for meter reading and billing purposes. Before any changes can be made, renter **must complete application and pay \$200.00 meter deposit.** The landlord will be responsible for any outstanding water and sewer charges that are unpaid by tenant. These charges may be applied to the real estate taxes per city code. If you have questions or concerns, please call the City of St. James Building Official at 507-375-3241.

Office Use Only:

Total Amount Due: _____ Date Paid: _____ Rcvd By: _____