



2023 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 (circle): Phone/Mail/Fax/Email

*Please indicate best time/day of week to schedule your inspection (this is only for reference; we cannot guarantee we will schedule at the time/day you requested): _____

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OCCUPANTS

Name of Renters: _____

Number of Occupants: _____ Number of Bedrooms: _____

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

Renter's E-mail Address: _____

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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: _____

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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.

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Office Use Only:

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