



For office use:

City of Sparta

Residential Rental License Application – Form #1

| | | | |
|---|--|--|----|
| Type of Application | <input type="checkbox"/> New Rental Registration | <input type="checkbox"/> Change of Address / Phone | |
| | <input type="checkbox"/> Change of Owner | <input type="checkbox"/> Change Unit Information | |
| | <input type="checkbox"/> Change of Agent | <input type="checkbox"/> Renewal | |
| Rental Property Street Address | | P.I.N. # | |
| Does this property currently have a tenant? <input type="checkbox"/> Yes <input type="checkbox"/> No | | | |
| Tenant Name | | Phone | |
| Do you own other rental property in Sparta <input type="checkbox"/> Yes <input type="checkbox"/> No | | | |
| How many? | <i>You must complete Form #2 including all addresses</i> | | |
| Type of Property | <input type="checkbox"/> Single Family Home <input type="checkbox"/> Duplex <input type="checkbox"/> Townhome <input type="checkbox"/> Mobile Home | | |
| | <input type="checkbox"/> Apartment Building - Number of Units | | |
| Number of Parking Spaces associated with property | | | |
| Mailing address for Future Correspondence | Choose One: <input type="checkbox"/> Property Owner <input type="checkbox"/> Local Agent | | |
| Legal Property Owner Information | | | |
| Street address is required, do not use PO Box information | | | |
| Name | Address | | |
| City | State | Zip Code | |
| Email | Business Phone | | |
| Cell Phone | Home Phone | | |
| 24 Hour Emergency Contact– REQUIRED | Name | | |
| | Phone | | |
| Local Agent Information | | | |
| Name | Address | | |
| City | State | Zip Code | |
| Email | Business Phone | | |
| Cell Phone | Home Phone | | |
| 24 Hour Emergency Contact– REQUIRED | Name | | |
| | Phone | | |
| Annual Rental License Fees are \$50 dollars per unit | Qty: | Single Family | \$ |
| | Qty: | Duplex | \$ |
| | Qty: | Apartment Building | \$ |
| | Qty: | Mobile Home | \$ |
| | | | \$ |
| | Total | | \$ |
| <p>I, the Owner / Agent for the attached property understand the issuance of this license is conditional upon compliance with all City of Sparta Ordinances, State and Federal Law. I understand the submission of this application and payment of license fees does not constitute official licensing until compliance has been verified through inspection by authorized personnel and the City of Sparta has issued an annual license certificate. I verify this application is complete and truthful to the best of my knowledge. I understand that renting a dwelling without a valid license is a violation and will result in enforcement by fines and a court appearance; the property may be deemed uninhabitable until the license is obtained.</p> | | | |
| Signature: _____ | | Date: _____ | |



Residential Rental License Application – Form #2

Fill out this form as needed to include all rental properties.

| | | | |
|---|-------------------------|--|-----------------------------|
| Rental Property Street Address | | P.I.N. # | |
| Does this property currently have a tenant? | | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Tenant Name | | Phone | |
| For office use | Type of Property | <input type="checkbox"/> Single Family Home <input type="checkbox"/> Duplex <input type="checkbox"/> Townhome <input type="checkbox"/> Mobile Home | |
| | | <input type="checkbox"/> Apartment Building - Number of Units | |
| Number of Parking Spaces associated with property | | | |

| | | | |
|---|-------------------------|--|-----------------------------|
| Rental Property Street Address | | P.I.N. # | |
| Does this property currently have a tenant? | | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Tenant Name | | Phone | |
| For office use | Type of Property | <input type="checkbox"/> Single Family Home <input type="checkbox"/> Duplex <input type="checkbox"/> Townhome <input type="checkbox"/> Mobile Home | |
| | | <input type="checkbox"/> Apartment Building - Number of Units | |
| Number of Parking Spaces associated with property | | | |

| | | | |
|---|-------------------------|--|-----------------------------|
| Rental Property Street Address | | P.I.N. # | |
| Does this property currently have a tenant? | | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Tenant Name | | Phone | |
| For office use | Type of Property | <input type="checkbox"/> Single Family Home <input type="checkbox"/> Duplex <input type="checkbox"/> Townhome <input type="checkbox"/> Mobile Home | |
| | | <input type="checkbox"/> Apartment Building - Number of Units | |
| Number of Parking Spaces associated with property | | | |

| | | | |
|---|-------------------------|--|-----------------------------|
| Rental Property Street Address | | P.I.N. # | |
| Does this property currently have a tenant? | | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Tenant Name | | Phone | |
| For office use | Type of Property | <input type="checkbox"/> Single Family Home <input type="checkbox"/> Duplex <input type="checkbox"/> Townhome <input type="checkbox"/> Mobile Home | |
| | | <input type="checkbox"/> Apartment Building - Number of Units | |
| Number of Parking Spaces associated with property | | | |

| | | | |
|---|-------------------------|--|-----------------------------|
| Rental Property Street Address | | P.I.N. # | |
| Does this property currently have a tenant? | | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Tenant Name | | Phone | |
| For office use | Type of Property | <input type="checkbox"/> Single Family Home <input type="checkbox"/> Duplex <input type="checkbox"/> Townhome <input type="checkbox"/> Mobile Home | |
| | | <input type="checkbox"/> Apartment Building - Number of Units | |
| Number of Parking Spaces associated with property | | | |