



City of Raleigh
North Carolina

City of Raleigh

Rental Dwelling Registration

Housing/Environmental Inspections Division

(919) 807-5110

For further assistance, there is a Rental Registration Instructions Form on the City of Raleigh website.

Registration ID Number: _____

Section I: Type of Registration

PLEASE USE THIS FORM FOR INITIAL REGISTRATIONS ONLY

Section II: Owner Information

This section refers to the owner or owners who hold legal title and is required before Rental Registration is approved. **Required**

Owner's Name: _____		
Owner's Address: _____		
City: _____	State: _____	Zip Code: _____
Primary Phone #: _____		
Secondary Phone _____		
Fax #: _____		
Email address: _____		

Section III: Management Company

If a management company is responsible for the property, complete Section II in full.

Name of Management Company: _____		
Address: _____		
City: _____	State: _____	Zip Code: _____
Primary Phone #: _____		
Secondary Phone #: _____		
Fax #: _____		
Email address: _____		

Section IV: Alternate Contact Person An alternate contact shall be provided if the owner cannot be reached. **SEE RENTAL REGISTRATION INSRUCTIONS REQUIREMENTS FOR ALTERNATE CONTACT.**

Name of Registered Agent/Alternate Contact: _____
Address: _____
City: _____ State: _____ Zip Code: _____
Primary Phone #: _____
Secondary Phone #: _____
Fax #: _____
Email address: _____
Signature of Alternate Contact: _____

Section V: Current Register The owner shall maintain a current list of occupants. Upon request by City inspectors, police, fire and emergency response personnel investigating violations or potential violations of the City Code or State law, the owner shall present the list of occupants to the investigating personnel.

Example: Name: <u>John Doe</u> Address: <u>219 Fayetteville St</u>

Section VI: Rental Registration Fee Schedule The following are the fees that apply to rental registration. All new registration forms submitted for the initial registration of rental properties by an owner require a non-refundable application fee of thirty dollars (\$30) in addition to the property registration fee. Raleigh City Code Section 12-2177(b). The fee for properties/tax parcels with three or fewer residential rental units is fifteen (\$15) dollars per year; properties/tax parcels with fewer than twenty (20) but more than three (3) residential rental units costs twenty-five (\$25) dollars per year and; properties/tax parcels with twenty (20) or more residential rental units costs fifty (\$50) dollars per year to register.

The following are some examples:

1 Single Family Dwelling - \$15
1 Duplex - \$15
1 Triplex - \$15
100 Unit Apartment Complex – \$50
2 Single Family Dwellings on different parcels - \$15 + \$15
2 Duplexes on 2 different parcels - \$15 + \$15

Section VII: Listing of All Rental Property List all rental properties. List the number of units in each building in the associated field. If you own a single family dwelling, the number of units should be 1. If you own anything other than a single family dwelling (townhome, duplex, apartment(s), etc...), list the total number of units beside multi family dwelling. Fill out a separate block for every parcel. The registration fee for properties/tax parcels with three or fewer residential rental units is fifteen (\$15) dollars per year; properties/tax parcels with fewer than twenty (20) but more than three (3) residential rental units costs twenty-five (\$25) dollars per year and; properties/tax parcels with twenty (20) or more residential rental units costs fifty (\$50) dollars per year to register.

Address: <u>example: 219 Fayetteville St (15 units)</u>	Number of units	Costs
	Single Family Dwelling _____	_____
	Multi Family Dwelling <u>15</u>	<u>\$25.00</u>
	Total	<u>\$25.00</u>

Address: _____	Number of units	Costs
	Single Family Dwelling _____	_____
	Multi Family Dwelling _____	_____
	Total	_____

Address: _____	Number of units	Costs
	Single Family Dwelling _____	_____
	Multi Family Dwelling _____	_____
	Total	_____

Address: _____	Number of units	Costs
	Single Family Dwelling _____	_____
	Multi Family Dwelling _____	_____
	Total	_____

Address: _____	Number of units	Costs
	Single Family Dwelling _____	_____
	Multi Family Dwelling _____	_____
	Total	_____

Address: _____	Number of units	Costs
	Single Family Dwelling _____	_____
	Multi Family Dwelling _____	_____
	Total	_____

Address: _____	Number of units	Costs
	Single Family Dwelling _____	_____
	Multi Family Dwelling _____	_____
	Total	_____

Address: _____	Number of units	Costs
	Single Family Dwelling _____	_____
	Multi Family Dwelling _____	_____
	Total	_____

Address: _____	Number of units	Costs
	Single Family Dwelling _____	_____
	Multi Family Dwelling _____	_____
	Total	_____

Section VIII: Oath/Certification/Payment Every application shall be made under oath and shall contain the information required to identify the owner of the dwelling(s) to be registered, contact information including a street address and telephone numbers, and identification and contact information for any manager or other alternate contact person for the dwelling(s). By signing and mailing this Rental Registration Form you as the owner are certifying that the information provided in this registry is true and accurate to your best knowledge.

Applicant's Signature _____

Date: _____

Registration Fee: _____

Application Fee: \$30.00

Total Amount Due: _____

Check No: _____

Amount of Check: _____

Please make check payable to **City of Raleigh** and mail along with completed registration form to:

**City of Raleigh
Revenue Services – 04
P.O. Box 590
Raleigh, NC 27602-0590**

Revised 3/23/12

VALIDATION (For Office Use Only)