



City of Raleigh
North Carolina

City of Raleigh Rental Registration Instructions

The following are complete instructions on properly filling out a rental registration form.

Section I: Type of Registration

New– If this is a new Registration Form, meaning, if this is the 1st time you (as the owner) have registered a rental property or purchased a rental property in the City of Raleigh please complete this form. **A registration number will be assigned after this form is processed by the City of Raleigh.**

Renewal– A separate renewal form will be mailed by March each year. It is very important that any changes of ownership or mailing address be kept up-to-date throughout the year. Please take the time to review your Rental Registration Renewal for any inaccurate information.

Update of property/owner information – The owner will be responsible for updating changes to an existing registration form. For example, if the owner(s) or management company's mailing address or phone number changes, update information will need to be submitted within 30 days. This also includes any property purchased or sold outside the renewal period. A change form must be completed for any of these changes to take place.

Section II: Owner information

*Owner – Any person who alone, or jointly, or severally with others: 1) Shall have title to any dwelling or dwelling unit, with or without accompanying actual possession thereof; or 2) Shall have charge, care or control of any dwelling or dwelling unit, as owner or agent of the owner, or as executor, executrix, administrator, administratrix, trustee or guardian of the estate of the owner. Any such person representing the actual owner shall be bound to comply with the provisions of this article (**Article H Rental Dwelling Registration**), and of rules and regulations adopted pursuant thereto, to the same extent as if the person were the owner.*

The owner shall be responsible for supplying the City of Raleigh on this form current and accurate owner information. Without proper means of identification, the form may be rejected. In accordance with Article H Rental Dwelling Registration, the owner shall respond to each department making contact, either in person or by telephone within two (2) business days after being contacted at the telephone number provided in the form or renewal form by the Raleigh Police Department, Fire Department, or Inspection Department.

Section III: Management Company

Manager – Any person who has been hired and is paid by the owner to manage any dwelling or dwelling unit which is rented or offered for rent as a residential dwelling

If a management company is responsible for the rental dwelling(s), this section shall be completed in full.

Section IV: Alternate Contact

The owner shall designate an alternate person as responsible for responding to calls for assistance from the Raleigh Police Department, Fire Department or Inspections Department when the Department is unable to make contact with the owner within two (2) business days of initial attempt to contact. The designated alternate must be located in the City or within twenty-five (25) miles of the City's Planning Jurisdiction and be authorized to respond to calls. The designation shall be effective only when the responsible person is identified and agrees to accept the duty.

The Rental Dwelling Registration Ordinance requires that the alternate contact designation shall not be official without the designated party's signature on the Registration or renewal form.

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.

Section VI: Rental Registration Fee Schedule

Apartment house Any dwelling containing three (3) or more dwelling units

Apartment project A systematically built group of apartment houses

Dwelling A dwelling unit used for residential purposes other than a dwelling unit in a bed and breakfast inn; hotel or motel; guest house; rest home; rooming business, boarding house, lodging house; or a tourist home.

Dwelling unit One (1) or more rooms physically arranged as to create an independent housekeeping establishment with separate facilities for cooking, sleeping and bathroom including utility apartments or rental rooms in accordance with City Code Section 10-2072(b).

Equivalent Dwelling Unit Any room or rooms not provided with cooking facilities or bathroom facilities, or both, occupied by four (4) persons within a rooming house, fraternity, sorority or any residence however styled is equivalent to one (1) dwelling unit. Exclusions: bed and breakfast inn; hotel or motel; guest house; rest home; rooming business; boarding house; lodging house; or a tourist home.

The registration fee for properties/tax parcels with three (3) 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.

Examples:

200 Unit apartment project ... \$50.00

6 unit apartment building...\$25.00

1 single family dwelling...\$15.00

2 single family dwellings on 2 different parcels...\$15 for each = \$30.00

Section VII: Listing of All Rental Properties

In this section the owner(s) will be required to list all rental properties. Please list the address of the rental property for each separate parcel in the address field. If the property is a single family dwelling, list (1) in the field beside single-family dwelling and below Number of units. The same procedure is used if your property is a multi-family dwelling. List the total number of units in the dwelling in the field beside multi-family dwelling and below Number of units. Before mailing this registration form, please verify you have listed the correct number of dwelling units and the total number is accurate at the bottom of Section VII. Registration errors in contact information, rental property information and costs of rental registration may be cause for denial of rental registration.

Section VIII: Oath/ Certification/ Payment

In this section you are printing this document for submittal with payment. Please verify all information is accurate and current and click Submit/Print at the bottom of this section. Please keep in mind that by completing this form, signing it and mailing it in you, as the owner are verifying that all information, to your best knowledge is true, accurate and current. Submit a complete copy of the Rental Registration Form with your check via US mail to:

City of Raleigh
Revenue Services - 04
PO Box 590
Raleigh, NC 27602-0590

To ensure accurate posting of payment, please enter the Rental Registration ID Number assigned to the Rental Registration Form on the memo line on your check or money order. If you are completing the form manually, the Rental Registration Number will be assigned when the data is entered by Inspection's Staff.