



# RENTAL HOUSING BUSINESS LICENSE APPLICATION

## 2020

1700 Civic Drive  
DuPont, WA 98327  
[www.dupontwa.gov](http://www.dupontwa.gov)

Phone: (253) 912-5217  
Fax: (253) 964-3554

City of DuPont Municipal Code (DMC) 5.04.170 requires the owners of any residential property located in DuPont and which is leased or rented to residential tenants to obtain a City of DuPont Rental Housing Business License. Licenses are due upon the first month of rental use and renewals are due January 1<sup>st</sup> of each year and is current if paid by January 31<sup>st</sup>. The license fee is determined by the number of rental units you own in DuPont, per the following schedule.

- 1 Unit \$75.00 per year
- 2 to 4 Units \$100.00 per year
- 5 to 24 Units \$200.00 per year
- 25 or more Units \$1,000.00 per year

**Applicant** – Please complete all areas that apply. If your contact information changes during the license year, please notify us by the telephone, fax number or website listed on this form.

### **GENERAL INFORMATION**

#### **OWNER MAILING ADDRESS** (As listed through Pierce County Assessor's Office)

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

#### **PROPERTY MANAGEMENT COMPANY** (If applicable)

Property Management Company Name: \_\_\_\_\_ Contact: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

#### **RENTAL PROPERTY ADDRESS(S)**

Address #1: \_\_\_\_\_ # of Rental Units at this Address: \_\_\_\_\_

Address #2: \_\_\_\_\_ # of Rental Units at this Address: \_\_\_\_\_

Address #3: \_\_\_\_\_ # of Rental Units at this Address: \_\_\_\_\_

Address #4: \_\_\_\_\_ # of Rental Units at this Address: \_\_\_\_\_

Address #5: \_\_\_\_\_ # of Rental Units at this Address: \_\_\_\_\_

Address #6: \_\_\_\_\_ # of Rental Units at this Address: \_\_\_\_\_

Address #7: \_\_\_\_\_ # of Rental Units at this Address: \_\_\_\_\_

Address #8: \_\_\_\_\_ # of Rental Units at this Address: \_\_\_\_\_

Address #9: _____	# of Rental Units at this Address: _____
Address #10: _____	# of Rental Units at this Address: _____
Address #11: _____	# of Rental Units at this Address: _____
Address #12: _____	# of Rental Units at this Address: _____
Address #13: _____	# of Rental Units at this Address: _____
Address #14: _____	# of Rental Units at this Address: _____
Address #15: _____	# of Rental Units at this Address: _____
Address #16: _____	# of Rental Units at this Address: _____
Address #17: _____	# of Rental Units at this Address: _____
Address #18: _____	# of Rental Units at this Address: _____
Address #19: _____	# of Rental Units at this Address: _____
Address #20: _____	# of Rental Units at this Address: _____
Address #21: _____	# of Rental Units at this Address: _____
Address #22: _____	# of Rental Units at this Address: _____
Address #23: _____	# of Rental Units at this Address: _____
Address #24: _____	# of Rental Units at this Address: _____

**NOTE: For more than 25 units or any questions please contact the Finance CS Coordinator at (253) 912-5217.**

Failure to provide any requested information may result in additional penalties as provided for in DuPont Municipal Code (DMC) Chapter 5.04. **Payment can be made in person at City Hall, online or by mail. If you are mailing, please make your check payable to the City of DuPont and remit it with this application to the address listed above. To avoid late fees on renewals (\$250 per unit) the application and applicable fees must be received by the City on or before January 31, 2020.**

I hereby certify that the statements furnished by me on this application are true and correct to the best of my knowledge and belief.

Authorizing Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Authorizing Name: \_\_\_\_\_

*City of DuPont Use Only*    Date: \_\_\_\_\_ Amount: \_\_\_\_\_ Receipt #: \_\_\_\_\_

Cash \_\_\_\_\_ Check \_\_\_\_\_ # \_\_\_\_\_ Credit Card \_\_\_\_\_ Seamless Doc \_\_\_\_\_

Approved By \_\_\_\_\_