



RESIDENTIAL RENTAL UNIT LICENSE REQUEST

City of Huntington
P.O. Box 1659
Huntington, WV 25717
Phone: (304) 696-5540 option 4
Email: finance@huntingtonwv.gov

Office Use Only

Account Number: _____

Instructions: Please complete and submit the Residential Rental Unit License Request form and Attachment A to the Finance Division, Attn: Residential Rental Unit License by email or mail.

LANDLORD INFORMATION

Business Licensee / Landlord Name:

Business Address:

Business Phone:

City of Huntington Business
License Account Number:

Business Email Address:

LOCAL AGENT / EMERGENCY CONTACT INFORMATION (IF DIFFERENT FROM ABOVE)

Name:

Business Address:

Business Phone:

Business Email Address:

DESIGNATED PERSON AUTHORIZED TO ACCEPT ALL LEGAL NOTICES OR SERVICES OF PROCESS WITH RESPECT TO THE RENTAL PROPERTIES / UNITS LISTED ON ATTACHMENT A (IF DIFFERENT FROM ABOVE)

Name:

Address:

Phone Number:

Pursuant to Article 1737.05 of the Codified Ordinances of the City of Huntington, those found to have reported false information or who have failed to register any units as described and required under Article 1737, shall be liable for fines not less than \$200 nor more than \$500 per offense and / or penalties of \$100 for each month or fraction thereof in default of the license requirement, respectively. Penalties shall apply to each residential rental unit for which a license is not issued.

By signing below, I certify that I have notified the Assessor's Office, of the County in which this realty is located, that this property has been converted to and / or is being used as rental housing.

Landlord's Signature: _____

Date: _____

CITY OF HUNTINGTON
RESIDENTIAL RENTAL UNIT LICENSE REQUEST
ATTACHMENT A

Instructions: Please complete and include all residential rental properties / units owned within the city limits of Huntington.

RESIDENTIAL RENTAL UNIT(S) INFORMATION

Property Address:			
Apartment / Suite Number(S):		Number Of Units:	
Type Of Rental Unit: <small>(Please mark one box)</small>	<input type="checkbox"/> Single-family (1) <input type="checkbox"/> Duplex (2) <input type="checkbox"/> Multi-family (3+)	Date Property Was Purchased:	
Maximum Number Of Tenants Permitted In Unit(S):		Date Renting Began:	
Number Of Smoke Detectors In Each Unit:			
Property Address:			
Apartment / Suite Number(S):		Number Of Units:	
Type Of Rental Unit: <small>(Please mark one box)</small>	<input type="checkbox"/> Single-family (1) <input type="checkbox"/> Duplex (2) <input type="checkbox"/> Multi-family (3+)	Date Property Was Purchased:	
Maximum Number Of Tenants Permitted In Unit(S):		Date Renting Began:	
Number Of Smoke Detectors In Each Unit:			
Property Address:			
Apartment / Suite Number(S):		Number Of Units:	
Type Of Rental Unit: <small>(Please mark one box)</small>	<input type="checkbox"/> Single-family (1) <input type="checkbox"/> Duplex (2) <input type="checkbox"/> Multi-family (3+)	Date Property Was Purchased:	
Maximum Number Of Tenants Permitted In Unit(S):		Date Renting Began:	
Number Of Smoke Detectors In Each Unit:			
Property Address:			
Apartment / Suite Number(S):		Number Of Units:	
Type Of Rental Unit: <small>(Please mark one box)</small>	<input type="checkbox"/> Single-family (1) <input type="checkbox"/> Duplex (2) <input type="checkbox"/> Multi-family (3+)	Date Property Was Purchased:	
Maximum Number Of Tenants Permitted In Unit(S):		Date Renting Began:	
Number Of Smoke Detectors In Each Unit:			
Property Address:			
Apartment / Suite Number(S):		Number Of Units:	
Type Of Rental Unit: <small>(Please mark one box)</small>	<input type="checkbox"/> Single-family (1) <input type="checkbox"/> Duplex (2) <input type="checkbox"/> Multi-family (3+)	Date Property Was Purchased:	
Maximum Number Of Tenants Permitted In Unit(S):		Date Renting Began:	
Number Of Smoke Detectors In Each Unit:			

PLEASE USE ADDITIONAL SHEETS FOR OTHER RENTAL UNITS, AS NECESSARY.