



# FINANCE DIVISION

City of Huntington  
**Finance Division**  
P.O. Box 1659 | Huntington, WV 25717  
(304) 696-5540, option 4  
finance@huntingtonwv.gov

## Residential Rental Unit Registration Form

**Instructions:** Please complete and submit the Residential Rental Unit Registration Form to the Finance Division, Attn: Residential Rental Registry by email, mail or in-person.

Landlord Information			
<b>Business Name:</b>			
<b>Business Address:</b>			
<b>Business Phone:</b>		<b>Email Address:</b>	
<b>City License Number:</b>			

Local Agent / Emergency Contact Information (If Different From Above)			
<b>Name:</b>			
<b>Address:</b>			
<b>Phone:</b>		<b>Email Address:</b>	

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)			
<b>Name:</b>			
<b>Address:</b>			
<b>Phone:</b>		<b>Email Address:</b>	

*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/Agent Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

## **Residential Rental Unit Registration Form | Unit List**

**Instructions:** Please complete and include all residential rental units owned within the city limits of Huntington. Use additional sheets for other rental units as necessary. Please indicate if the Cabell or Wayne Assessor’s Office has been notified by initialing below.

<b>Residential Rental Unit(s) Information</b>			
<b>Unit Address:</b>			
<b>Date Renting Began:</b>		<b>Number of Bedrooms:</b>	
<b>Date Property was Purchased:</b>		<b>Maximum Number of Tenants:</b>	
<b>Unit 1</b>			
<b>Unit:</b>		<b>Number of Bedrooms:</b>	
<b>Date Renting Began:</b>		<b>Number of Tenants:</b>	
<b>Unit 2</b>			
<b>Unit:</b>		<b>Number of Bedrooms:</b>	
<b>Date Renting Began:</b>		<b>Number of Tenants:</b>	
<b>Unit 3</b>			
<b>Unit:</b>		<b>Number of Bedrooms:</b>	
<b>Date Renting Began:</b>		<b>Number of Tenants:</b>	
<b>Unit 4</b>			
<b>Unit:</b>		<b>Number of Bedrooms:</b>	
<b>Date Renting Began:</b>		<b>Number of Tenants:</b>	
<b>Unit 5</b>			
<b>Unit:</b>		<b>Number of Bedrooms:</b>	
<b>Date Renting Began:</b>		<b>Number of Tenants:</b>	

### **Assessor’s Office Notification**

I have notified the \_\_\_\_\_ County Assessor’s Office that this property is or has been converted to rental housing. \_\_\_\_\_ (initial)