



City of Charleston, MO
204 N. Main Street
Charleston, MO 63834
PH 573.683.3325 FX 573.683.3297

RESIDENTIAL RENTAL PROPERTY REGISTRATION

Street Address of Rental Property: _____
Total Number of Rental Dwelling Units At This Address: _____
Unit or Apt. Number of the Unit You Are Registering: _____
(Separate Registration Required for each dwelling unit)

Property Owner 1. _____
Mailing Address _____

Phone _____
Email _____

Property Owner 2. _____
Mailing Address _____

Phone _____
Email _____

Managing Agent:
(if other than Owner) _____
Mailing Address _____

Phone _____
Email _____

Type of Structure: _____ Single Family House
_____ Duplex
_____ Multi-Family; Number of total Rental Units in Structure _____
_____ Owner's Home With One or More Rental Units Contained Within
_____ Commercial Building With One or More Rental Units Contained Within

Number of Bedrooms: _____ 1 bedroom
_____ 2 bedrooms
_____ 3 bedrooms
_____ 4 bedrooms
_____ More than 4 bedrooms

(A bedroom must contain at least 80 square feet with functional ceiling height of 7 feet or more.)

Current Tenant Name: (1) _____
(2) _____

There is no charge for registering a rental unit, but you are required by city ordinance to register all rental dwelling units. Failure to do so may result in fines or other penalties. Beginning May 1, 2015 all rental dwelling units are required to have a physical inspection from the City of Charleston at each change of tenancy and secure a rental occupancy permit before a new tenant occupies the dwelling unit. It is the property owner's responsibility to request these inspections and to be on-site at the time of inspection. Separate inspections are required for each rental dwelling unit at each change of tenancy. By submitting this form, the property owner consents to such inspections as required in Charleston municipal code 502.060.

Signature of Property Owner or
Authorized Representative

Date

If this form is signed by anyone other than the property owner, please attach documentary evidence of signer's authority to execute form on behalf of owner.