



Rental Housing Application

Code Enforcement Division
1 Riverfront Plaza Suite 110
Lawrence, KS 66044
Phone: (785) 832-7700
Fax: (785) 832-3110

Please complete the application and return to the Development Services Department Office either by mail or dropping off the application. **Attach the annual \$25.00 rental license fee with the application.**

Each dwelling unit requires a separate application.

Owner Information:

Rental Property Address: _____ Approx yr. of construction _____

Property Owner Name: _____

Property Owner Address: _____

Home Phone Number: (_____) _____ Cell Phone Number: (_____) _____

Email Address: _____

In an effort to increase our communication with landlords and property managers, please provide your email address so that we can send out occasional emails with pertinent information. The City of Lawrence will not share your email address with outside vendors and only utilizes email addresses for city-specific communications.

A property owner **may** appoint a person or management company to serve as a local agent of the owner. All of our correspondence is with the property owner unless owner checks box below.

Agent Information: Please send all correspondence to my agent ☐

Name: _____

Company: _____

Address: _____

City: _____ State: _____

Zip Code _____

Phone Number: (_____) _____

Email Address: _____

Section 8 Housing:

Yes ☐ No ☐

If yes, date of last inspection: _____

When Section 8 is verified, no additional inspection is necessary.

There is no license fee if property is Section 8.

Be advised per section 20-202 (g) of the City of Lawrence Land Development Code: In RS, Single-Dwelling Residential Districts, a Dwelling Unit shall only be occupied by a Family as defined in Section 20-1701, Family (1), (2) or (3).

Definition of Family: (1) A person living alone; (2) two or more persons related by blood, marriage, or legal adoption; (3) in an RS Zoning District, a group of not more than three persons not related by blood or marriage, living together as a single Housekeeping Unit in a Dwelling Unit, as distinguished from a group occupying a Dormitory, Boarding House, lodging house, motel, hotel, fraternity house or sorority house; or (4) in a Zoning District other than RS, a group of not more than four persons not related by blood or marriage, living together as a single Housekeeping Unit in a Dwelling Unit, as distinguished from a group occupying a Dormitory, Boarding House, lodging house, motel, hotel, fraternity house or sorority house.

I acknowledge that I have read the above Code section and will adhere to the occupancy guidelines set forth therein. I have advised my tenants of the occupancy regulations and have provided them with a written copy of the occupancy guidelines.

Signature _____

Date _____

For Staff Use:

License Number: _____ PAID: ☐ STAFF Initials _____



1 Riverfront Plaza, Suite 110
P.O. Box 708
Lawrence, KS 66044

www.lawrenceks.org/pds

Phone 785-832-7700
Tdd 785-832-3205
Fax 785-832-3110

Occupancy Guidelines in Single-family Zoning Districts

You, the tenants of _____ are occupying a dwelling located in a single-family zoned district. You must, at all times, adhere to the occupancy guidelines set forth by the City of Lawrence Code section 20-202(g).

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The above code section means that at no time during your residency may the dwelling be occupied by more than three (3) people UNLESS ALL PARTIES ARE RELATED.