



City of Lawrence

PLANNING & DEVELOPMENT SERVICES

1 Riverfront Plaza, Suite 110, Lawrence, Kansas 66044 Phone: (785) 832-3345

Email: rentallicensing@lawrenceks.org

www.lawrenceks.org/pds/rental-licensing

Rental License Application

Please complete this application and return with appropriate license fee(s) for all rental dwellings to the Development Services Office either by mail or by visiting our office. **Section 8 properties are required to have a license but do not pay the annual license fee and are not inspected by city inspectors. These properties receive an annual inspection performed by the Lawrence-Douglas County Housing Authority.** The annual license fee schedule is based on the total number of units licensed by an owner as set forth below. Make checks payable to "City of Lawrence". Please contact staff at 785-832-3345 to pay by credit card **after** the application has been submitted and check box here .

Section 6-1304 Rental License Fees

1. 1-50 Dwelling Units: \$17.00 per unit Dwelling Unit
2. 51-100 Dwelling Units: \$850.00, or \$16.00 per Dwelling Unit, whichever amount is more
3. 101-150 Dwelling Units: \$1,600.00, or \$15.00 per Dwelling Unit, whichever amount is more
4. 151 + Dwelling Units; \$2,250.00, or \$14.00 Per Dwelling Unit, whichever amount is more

License Registration Name

(Individual owner or principal of the ownership entity or entities by which the units are owned)

Name: _____ Phone Number: () _____

Address: _____ City: _____ Zip Code: _____

Email Address: _____

A property owner living 40 miles or more outside of Lawrence, KS. **MUST** appoint a resident agent within 40 miles of Lawrence, KS. The agent shall have the authority to receive communications, service of process, summons, notices and other legal process on behalf of the owner. **All correspondence regarding this license will be sent to the agent if designated.**

Resident Agent

Check box if you wish for all correspondence to be sent to your agent

Name: _____ Phone Number: () _____

Address: _____ City: _____ Zip Code: _____

Email Address: _____



Owner name as it appears on the Deed: _____

Address: _____ Complex Name: _____ # of Units ____ Yr. Built ____ Zoning _____ Section 8: Y N

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Occupancy Regulations

The Development Code, Chapter 20, regulates the occupancy of residential dwelling units. Pursuant to the table identified in section 20-601(d)(i), the following regulations shall be adhered to:

- For all dwelling units located in a Single-Dwelling (RS) zoned district, no more than a group of three un-related persons may reside within such dwelling unit.
- For all detached dwelling units (houses) located in all other zoning districts except for Multi-Dwelling (RM), Multi-Dwelling Office (RMO) and Mixed Use (MU); no more than a group of three un-related persons may reside within such dwelling unit. ***The reduction in occupancy from four un-related persons to three un-related persons became effective August 1, 2015.***
- For dwelling units located in the zoning districts of Multi-Dwelling (RM), Multi-Dwelling Office (RMO), Mixed Use (MU) and non-detached dwelling units located in all other zoning districts, no more than a group of four un-related persons may reside within such dwelling unit.
- For dwelling units approved as a Congregate Living use, the occupancy is established through site plan approval. The number of occupants is on file with the Planning Office. Please call (785) 832-7700 to determine the occupancy for an approved Congregate Living unit.

If the number of occupants of a dwelling unit is more than the number of un-related persons permitted in the respective zoning districts identified above; all persons must be directly related to each other by blood, marriage or adoption (excluding minors). For example: two brothers living together in a RS zoned dwelling unit may only have one additional roommate.

I acknowledge that I have read the above section and will not violate the occupancy regulations set forth therein. I have advised my current tenant(s) of these occupancy regulations and have provided/will provide them with page 4 of this application to educate them on the legal occupancy of the dwelling unit. I will also provide the occupancy regulations to future tenants. I hereby certify the information provided on pages 1-3 of this Rental License Application to be true and correct to the best of my knowledge.

Owner Signature: _____ **Date:** _____

**Return Pages 1 through 3 to Development Services.
Page 4 should be given to tenant(s).**



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Occupancy Regulations for Dwelling Units

Property owners shall check appropriate zoning designation for their rental property and present form to tenant(s) for their review.

- For dwelling units located in Single-Dwelling (RS) zoned districts and detached dwelling units (houses) located in all other zoning districts **except** Multi-Dwelling (RM), Multi-Dwelling Office (RMO) and Mixed Use (MU) zoned districts:

You, the tenants of _____, must adhere to the occupancy regulations set forth in the table located in section 20-601(d)(i) of the City's Development Code. No more than a group of **three un-related** persons may reside within such dwelling unit.

- For dwelling units located in the zoning districts of Multi-Dwelling (RM), Multi-Dwelling Office (RMO), Mixed Use (MU) and non-detached dwelling units located in all other zoning districts:

You, the tenants of _____, must adhere to the occupancy regulations set forth in the table located in located in section 20-601(d)(i) of the City's Development Code. No more than a group of **four un-related** persons may reside within such dwelling unit.

- For approved Congregate Living dwelling units:

You, the tenants of _____, must adhere to the occupancy regulations set forth with the approval of the Congregate Living use. No more than _____ unrelated persons may reside within the dwelling unit.

Tenants may call 785-832-3345 if they have questions regarding the legal occupancy for the dwelling unit in which they live.