

## Rental License Application

Please complete this application and return it, with all applicable fees, to the Development Services office by mail, in person or by email. **Section 8 properties must be licensed by the City of Lawrence, but are exempt from all licensing and inspection fees, as they are regulated and regularly inspected by the Lawrence-Douglas County Housing Authority.** City staff does not perform inspections of any property while on Section 8.

Effective **February 1, 2022**, customers will no longer be able to call Planning & Development Services (PDS) staff to make a credit or debit card fee payment over the phone. If you would like to pay the Rental License and inspection fees by credit or debit card please mark the check box below and our staff will contact you with instructions on how to do so.

**Check box if you wish to pay by credit or debit card**

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Per Ordinance No. 9876 – Chapter 6, Article 13, effective January 1, 2022 the annual Rental License fee is \$15.00 per dwelling unit. Multiply the total number of units you are including on this application by \$15.00 for the total amount due upon submittal. Make checks payable to “City of Lawrence” and mail to the address at the top of this application, or wait to receive instructions from our staff about how to pay by credit card (above box checked).

### License Registration Name

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

Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Address: \_\_\_\_\_

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

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

Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Address: \_\_\_\_\_

Email Address: \_\_\_\_\_

**Owner name as it appears on deed**\_\_\_\_\_

Address\_\_\_\_\_Complex Name\_\_\_\_\_#of Units\_\_\_\_\_Year Built\_\_\_\_\_Zoning\_\_\_\_\_Section 8 Yes\_\_\_ No\_\_\_

Address\_\_\_\_\_Complex Name\_\_\_\_\_#of Units\_\_\_\_\_Year Built\_\_\_\_\_Zoning\_\_\_\_\_Section 8 Yes\_\_\_ No\_\_\_

Address\_\_\_\_\_Complex Name\_\_\_\_\_#of Units\_\_\_\_\_Year Built\_\_\_\_\_Zoning\_\_\_\_\_Section 8 Yes\_\_\_ No\_\_\_

Address\_\_\_\_\_Complex Name\_\_\_\_\_#of Units\_\_\_\_\_Year Built\_\_\_\_\_Zoning\_\_\_\_\_Section 8 Yes\_\_\_ No\_\_\_

Address\_\_\_\_\_Complex Name\_\_\_\_\_#of Units\_\_\_\_\_Year Built\_\_\_\_\_Zoning\_\_\_\_\_Section 8 Yes\_\_\_ No\_\_\_

Address\_\_\_\_\_Complex Name\_\_\_\_\_#of Units\_\_\_\_\_Year Built\_\_\_\_\_Zoning\_\_\_\_\_Section 8 Yes\_\_\_ No\_\_\_

Address\_\_\_\_\_Complex Name\_\_\_\_\_#of Units\_\_\_\_\_Year Built\_\_\_\_\_Zoning\_\_\_\_\_Section 8 Yes\_\_\_ No\_\_\_

**Owner name as it appears on deed**\_\_\_\_\_

Address\_\_\_\_\_Complex Name\_\_\_\_\_#of Units\_\_\_\_\_Year Built\_\_\_\_\_Zoning\_\_\_\_\_Section 8 Yes\_\_\_ No\_\_\_

Address\_\_\_\_\_Complex Name\_\_\_\_\_#of Units\_\_\_\_\_Year Built\_\_\_\_\_Zoning\_\_\_\_\_Section 8 Yes\_\_\_ No\_\_\_

Address\_\_\_\_\_Complex Name\_\_\_\_\_#of Units\_\_\_\_\_Year Built\_\_\_\_\_Zoning\_\_\_\_\_Section 8 Yes\_\_\_ No\_\_\_

Address\_\_\_\_\_Complex Name\_\_\_\_\_#of Units\_\_\_\_\_Year Built\_\_\_\_\_Zoning\_\_\_\_\_Section 8 Yes\_\_\_ No\_\_\_

Address\_\_\_\_\_Complex Name\_\_\_\_\_#of Units\_\_\_\_\_Year Built\_\_\_\_\_Zoning\_\_\_\_\_Section 8 Yes\_\_\_ No\_\_\_

Address\_\_\_\_\_Complex Name\_\_\_\_\_#of Units\_\_\_\_\_Year Built\_\_\_\_\_Zoning\_\_\_\_\_Section 8 Yes\_\_\_ No\_\_\_

Address\_\_\_\_\_Complex Name\_\_\_\_\_#of Units\_\_\_\_\_Year Built\_\_\_\_\_Zoning\_\_\_\_\_Section 8 Yes\_\_\_ No\_\_\_

## 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 unrelated 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 unrelated persons may reside within such dwelling unit. **The reduction in occupancy from four unrelated persons to three unrelated 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 unrelated 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 unrelated 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 Printed Name: \_\_\_\_\_

Owner Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Return pages 1-3 to the Planning and Development Services Department,  
page 4 should be given to tenants**

## **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 unrelated** 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 section 20-601(d)(i) of the City's Development Code. No more than a group of **four unrelated** 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.