



CITY OF NEWPORT  
Department of Finance  
License Division

[Empty box]

RENEWAL OF RENTAL DWELLING LICENSE

LICENSE PERIOD JAN. 1st THROUGH DEC 31st

LICENSE PERIOD Jan. 1 thru Dec. 31, 2019

DUE ON OR BEFORE Oct. 31st, 2018

2019

C N 1 7

IMPORTANT: PAYMENT MUST BE MADE ON OR BEFORE OCT. 31st. THE FEE WILL INCREASE BY \$20 PER UNIT IF PAYMENT IS MADE AFTER THE DUE DATE.

SECTION I - DWELLING UNITS

LIST ONLY ONE PROPERTY ADDRESS AND EACH RENTAL DWELLING UNIT WITHIN IT . A SEPARATE FORM MUST BE COMPLETED FOR EACH INDIVIDUAL PROPERTY.

PROPERTY ADDRESS

NO. OF RENTALS

SECTION II - FEES

- 1. \$45.00 APPLICATION FEE PER BUILDING (RENTAL DWELLING) \$ 45.00
- 2. \$35.00 RENTAL FEE PER RENTAL DWELLING UNIT \$            (See Back of Form)
- 3. ADD PENALTY OF \$20 IF PAYMENT IS MADE AFTER APRIL 30... \$            (After Oct. 31st)  
FOR EACH RENTAL DWELLING UNIT LISTED ABOVE
- 4. TOTAL REMITTANCE.....(Maximum fee is \$5,000.00)..... \$            (See Back of Form)

SECTION III - MANAGEMENT OF THE PREMISES

LIST DULY AUTHORIZED REPRESENTATIVE WHO IS RESPONSIBLE FOR OPERATING AND MANAGING THE PROPERTY IN THE CITY.

IF THIS DUTY IS PERFORMED BY OWNER, CHECK THE BOX:  AND DO NOT NOTARIZE.

NAME \_\_\_\_\_ TITLE \_\_\_\_\_ EMAIL \_\_\_\_\_

RESIDENCE ADDRESS \_\_\_\_\_

TELEPHONE \_\_\_\_\_ EMERGENCY \_\_\_\_\_

SIGNED X \_\_\_\_\_

SWORN AND SUBSCRIBED TO ME THIS \_\_\_\_\_ DAY OF \_\_\_\_\_ 20 \_\_\_\_\_

SIGNED X \_\_\_\_\_ NOTARY PUBLIC · STATE OF \_\_\_\_\_ MY COMMISSION EXPIRES \_\_\_\_ / \_\_\_\_ / \_\_\_\_

MAKE PAYABLE: CITY OF NEWPORT \* DEPT. OF FINANCE \* PO BOX 1090, NEWPORT, KY 41071-0900

IF YOU HAVE QUESTIONS OR CONCERNS, PLEASE EMAIL [LICENSEQUESTIONS@NEWPORTKY.GOV](mailto:LICENSEQUESTIONS@NEWPORTKY.GOV)

P:859-292-3660

F:859-655-6352

SECTION IV - LICENSE APPROVAL

ISSUANCE OF THE LICENSE IS FOR THE PERIOD OF 1/1/2019 THRU 12/31/2019 ONLY.

\_\_\_\_\_  
LICENSE ADMINISTRATOR

COMMENTS: \_\_\_\_\_

rev. 9/18 mailer

## How to calculate your Rental Dwelling License renewal fee:

If the property has:

No. Unit	App Fee	+	Unit Fee	=	Total Due
	(Line 1)		(Line 2)		(Line 4)

1	\$45.00	+	\$35.00	=	\$80.00
2	\$45.00		\$70.00		\$115.00
3	\$45.00		\$105.00		\$150.00
4	\$45.00		\$140.00		\$185.00
5	\$45.00		\$175.00		\$220.00
6	\$45.00		\$210.00		\$255.00
7	\$45.00		\$245.00		\$290.00
8	\$45.00		\$280.00		\$325.00
9	\$45.00		\$315.00		\$360.00
10	\$45.00		\$350.00		\$395.00
11	\$45.00		\$385.00		\$430.00
12	\$45.00		\$420.00		\$465.00
13	\$45.00		\$455.00		\$500.00
14	\$45.00		\$490.00		\$535.00
15	\$45.00		\$525.00		\$570.00

If you have more than 15 units, please calculate accordingly.

Office Use:

Unpaid Property Taxes  Unpaid Liens or Fines  Unpaid Rental Dwelling Fees