



**CITY OF NEWPORT
DEPARTMENT OF FINANCE & ADMINISTRATION
LICENSE DIVISION
(859) 292-3660
www.newportky.gov**

**APPLICATION FOR RENTAL DWELLING LICENSE
ALL FEES ARE PAYABLE AT THE TIME OF APPLICATION**

CN-25

APPLICATION INFORMATION

NAME OF APPLICANT _____ EMAIL _____

TRADE NAME OR DBA _____

MAILING ADDRESS (IF ANY UNITS IN THE BUILDING(S) ARE OCCUPIED BY OWNER, PLEASE LIST ON BACK OF FORM)

STREET _____ CITY _____ STATE _____ ZIP _____

CHECK TYPE OF OWNERSHIP SOLE OWNER CORPORATION PARTNERSHIP

CORPORATE INFORMATION

IF THE OWNER IS A CORPORATION, PLEASE LIST THE NAME EXACTLY AS IT APPEARS ON YOUR STATE AND FEDERAL TAX RETURN.

CORPORATE NAME _____ DATE AND STATE OF INCORPORATION _____

OWNER(S) OF BUSINESS

IF AN INDIVIDUAL, PROVIDE FULL NAME, RESIDENCE ADDRESS AND TELEPHONE NUMBER.

IF A PARTNERSHIP, PROVIDE NAME, RESIDENCE ADDRESS AND TELEPHONE NUMBER OF EACH PARTNER.

IF A COPORATION, PROVIDE NAME, ADDRESS AND TELEPHONE NUMBER OF THE CHIEF OPERATING OFFICER.

NAME AND ADDRESS	TITLE	PHONE NUMBER

IF A CORPORATION, NAME AND ADDRESS OF AGENT FOR SERVICE.

NAME AND ADDRESS

MANAGEMENT OF THE PREMISES

(OCCUPATIONAL LICENSING-CN2 IS REQUIRED IF NOT PERFORMED BY OWNER)

FORMS CAN BE DOWNLOADED AT WWW.NEWPORTKY.GOV

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

IF THIS DUTY IS PERFORMED BY OWNER, CHECK THE BOX:

NAME _____ TITLE _____ EMAIL _____

RESIDENCE _____

TELEPHONE _____ EMERGENCY _____

SIGNED X _____

SWORN AND SUBSCRIBED TO ME THIS _____ DAY OF _____ 20 _____

SIGNED X _____ NOTARY PUBLIC STATE OF _____ MY COMMISSION EXPIRES ____ / ____ / ____

R L _____ ~ _____

PROPERTY INFORMATION AND FEES

1) **THE APPLICATION FEE PER BUILDING IS \$45.00.**

NOTE: THE FEE IS NON-REFUNDABLE IF THE APPLICATION IS DENIED OR VOLUNTARILY WITHDRAWN.

2) **THE ANNUAL FEE FOR EACH RENTAL DWELLING UNIT WITHIN THE BUILDING IS \$35.00.**

NOTE: PROPERTY PURCHASED AFTER JANUARY 1, THE FEE IS PRORATED AS FOLLOWS:

1/1 - 6/30 = \$35.00 PER UNIT

7/1 - 12/31 = \$17.50 PER UNIT

3) **THE PENALTY FOR LATE RENTAL DWELLING LICENSE FILINGS IS \$20.00 PER UNIT.**

NOTE: ANNUAL RENEWALS ARE DUE BY 10/15 OF EVERY YEAR. PENALTY IS ACCESSED IF PAID MORE THAN 15 DAYS PAST THE DUE DATE.

PLEASE LIST THE PROPERTY ADDRESS, DATE OF PURCHASE, NUMBER OF FLOORS AND NUMBER OF UNITS.

PROPERTY ADDRESS	DATE OF PURCHASE	NO. OF FLOORS	NO. OF UNITS

ORDINANCE 99.21: NO RENTAL DWELLING UNIT SHALL BE RENTED/LEASED/LET FOR OCCUPANCY FOR ANY PERIOD OF TIME LESS THAN THIRTY (30) CONSECUTIVE CALENDAR DAYS.

1) APPLICATION FEE	<u>\$45</u>
2) TOTAL UNITS (\$35.00 PER UNIT)	\$ _____
3) PENALTY (\$20.00 PER UNIT IF LATE)	\$ _____
4) TOTAL FEES DUE (NOT EXCEED \$5000)	\$ _____

PAYROLL WITHHOLDING FEE

WILL YOU HAVE EMPLOYEES WORKING IN NEWPORT? YES NO

THE CITY OF NEWPORT HAS A WITHHOLDING FEE OF 2.5% ON GROSS WAGES PAID TO EMPLOYEES WHO ARE WORKING IN THE CITY OF NEWPORT. IT IS THE RESPONSIBILITY OF THE BUSINESS OWNER TO WITHHOLD THESE FEES AND SUBMIT TO THE CITY ON A QUARTERLY BASIS. FORM CN-1 WILL BE PROVIDED. IF YOUR BUSINESS IS USING A 3RD PARTY PAYROLL PROVIDER . ENTER BELOW:

NAME _____

ADDRESS _____

CONTRACTOR(S)

IF YOU USE A GENERAL CONTRACTOR OR SUB-CONTRACTOR TO PERFORM ANY WORK ON YOUR RENTAL DWELLING PROPERTY, IT IS REQUIRED BY THE CITY OF NEWPORT ORDINANCE §37.069 THAT EACH COMPANY HAS A CITY OF NEWPORT OCCUPATIONAL LICENSE. THE INITIAL APPLICATION (CN2) CAN BE FOUND ON THE CITY OF NEWPORT'S WEBSITE: WWW.NEWPORTKY.GOV

I HEREBY CERTIFY THAT ALL THE INFORMATION AND STATEMENTS HEREIN ARE TRUE AND CORRECT FURTHER, I UNDERSTAND THAT ACCEPTANCE OF THIS FORM BY THE FINANCE DEPARTMENT DOES NOT CONSTITUTE APPROVAL.

SIGNED X _____ OFFICIAL TITLE _____ DATE _____
(OWNER, OFFICER, PARTNER, MEMBER, AGENT, ETC.)

ANY LICENSE ISSUED UNDER THIS APPLICATION WILL EXPIRE ON JUNE 30TH OF ANY YEAR. FORMS FOR THE RENEWAL OF THE LICENSE SHOULD BE FILED BY APRIL 15TH OF ANY YEAR.

FORMS CAN BE DOWNLOADED AT WWW.NEWPORTKY.GOV AND QUESTIONS CAN BE SENT TO LICENSEQUESTIONS@NEWPORTKY.GOV

IN THE EVENT THAT ANY OF THE INFORMATION REQUIRED IN THIS APPLICATION SHOULD CHANGE, THE APPLICANT WILL HAVE 14 DAYS TO NOTIFY THE CHIEF FINANCIAL OFFICER OR HIS/HER DESIGNEE IN WRITING.

ANY PERSON WHO ALLOWS ANY RENTAL DWELLING TO BE OCCUPIED OR RENTED TO ANOTHER WITHOUT FILING THE NECESSARY APPLICATION FORM TO OBTAIN A LICENSE MAY BE SUBJECT TO CIVIL OR CRIMINAL PENALTIES OR BOTH.

R L _____ ~ _____

FOR OFFICE USE ONLY

LICENSE APPROVAL

ALL PROPERTY LOCATIONS MUST BE APPROVED BY THE FOLLOWING CITY DEPTS. NO LICENSE CAN BE ISSUED UNTIL THE PROPERTY HAS ALL THE NECESSARY APPROVALS.

X _____ / / Approved Denied
Zoning Administrator Date

Comments: _____

X _____ / / Approved Denied
Building Inspector Date

Comments: _____

X _____ / / Approved Denied
Fire Inspector (If applicable) Date

Comments: _____

ISSUANCE OF THE LICENSE IS:

X _____ / / Approved Denied
License Inspector Date
Approved Conditionally

Comments: _____

HISTORY

MUNI: NP PIDN: 999 ~99 ~ ~

RL _____ Address _____

1) License History: Number of units _____ Year of last approval _____ Rental Fee(s) owed \$ _____

Comments: _____

2) Property Taxes: Balanced owed \$ _____ Agreement on file _____

Number of refuse _____

Comments: _____

3) Property Liens: Balanced owed: \$ _____

Comments: _____

4) Property condemnation: Date of action taken _____ Reinstatement fee(s) owed \$ _____

Comments: _____