



**CITY OF NEWPORT**  
**Department of Finance**  
**License Division**

**RENEWAL OF RENTAL DWELLING LICENSE**

LICENSE PERIOD Jan. 1 thru Dec. 31, 2024

DUE ON OR BEFORE Oct. 31st, 2023

**2024**

C N 1 7

**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. **\$50.00** APPLICATION FEE PER BUILDING (RENTAL DWELLING) \$ \_\_\_\_\_ (See Back of Form)
- 2. **\$75.00** RENTAL FEE **PER** RENTAL DWELLING UNIT \$ \_\_\_\_\_ (See Back of Form)
- 3. ADD PENALTY OF **\$20** IF PAYMENT IS MADE AFTER OCTOBER 31st...  
FOR EACH RENTAL DWELLING UNIT LISTED ABOVE \$ \_\_\_\_\_ (See Back of Form)
- 4 **TOTAL REMITTANCE..... (Maximum fee is \$9,400.00).....** \$ \_\_\_\_\_ (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 THE MANAGEMENT DUTIES ARE PERFORMED BY THE OWNER, FILL OUT THE SECTION COMPLETELY AND DO NOT NOTARIZE.

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

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

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

SIGNED  \_\_\_\_\_

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

SIGNED  \_\_\_\_\_ 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 [RENTAL@NEWPORTKY.GOV](mailto:RENTAL@NEWPORTKY.GOV)

P:859-292-3660

F:859-655-6352

**SECTION IV - LICENSE APPROVAL**

**THE LICENSE IS ISSUED FOR THE PERIOD OF 1/1/2024 THRU 12/31/2024 ONLY.**

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

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

rev. 9/21 mailer