



CITY OF NEWPORT
Department of Finance
License Division

RENEWAL OF RENTAL DWELLING LICENSE

LICENSE PERIOD Jan. 1 thru Dec. 31, 2026

DUE ON OR BEFORE Oct. 31st, 2025

2026

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) | \$ _____ |
| 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 <i>(Maximum fee is \$10,100.00)</i> | \$ _____ (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 **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 RENTAL@NEWPORTKY.GOV

P:859-292-3660

SECTION IV - LICENSE APPROVAL

THE LICENSE IS ISSUED FOR THE PERIOD OF 1/1/2026 THRU 12/31/2026 ONLY.

LICENSE ADMINISTRATOR _____

COMMENTS: _____

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