



Apartment/Duplex/Other Leased Property Occupational License Application Effective 07/01/1994

Please complete the following information for the property owner. This information must be completed even if the property is managed by a property manager or management company.

Property Owner Full Name: _____ Application Date: _____
 Date of Birth: _____ Drivers License #/State Issued: _____
 Street Address/Street Number: _____
 City: _____ State: _____ Zip Code: _____
 Telephone #: _____

If a property manager, property management company, or real estate company manages the property, please complete the following information.

Property Manager/Management Company Name: _____
 Street Address/Street Number: _____
 City: _____ State: _____ Zip Code: _____
 Telephone #: _____ Kansas State Sales Tax # (if applicable): _____

The City of Shawnee licensing year runs from October 1 to September 30. The license fee is pro-rated throughout the licensing year and is calculated by multiplying the total square footage of living space subject to being leased by \$.006 and then rounding to the nearest half dollar.

Example:

A property owner purchases a duplex in January. The duplex has a total of 1920 square feet. The owner lives in one side of the duplex and leases the other side. The total square footage subject to being leased is 960 square feet.

Square footage subject to tax	960
	x \$.006
Total	\$5.76
Rounded to the nearest half dollar	\$6.00
Total Fee for Licensing Year	\$6.00
Divided by 12	\$.50
Multiplied by 9 months remaining in licensing year	\$4.50

The property owner should remit a total of \$4.50 to the City for the remainder of the license year along with the completed license application form.

Property Information

Shawnee Municipal Code 5.04.120 requires all persons in the business of owning and leasing properties or owning and leasing duplexes or apartments to pay an occupational tax of \$.006 per square foot of living space leased or subject to being leased, rounded to the nearest half dollar, but not including any square footage occupied by either an owner or resident manager. "Living space" is defined as all the living area within individual units. Please list the address for each unit and the taxable square footage. If necessary, attach an additional sheet.

Exact Property Address (List each unit separately and include apt #'s	#of Units	Square Footage (Per Unit)	Total Square Footage
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
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_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Total Square Footage All Rental Property _____
Fee Amount. Fees for new occupational licenses are pro-rated the first year. _____
See page one for calculation method.

I declare under penalty of false statement that to the best of my knowledge and belief the statements made herein are correct and true.

Signature: _____ Date: _____
Effective Date of License: _____