



PLEASE SUBMIT TO:
City of Bremerton
Tax & License Division
345 6th Street Ste. 600
Bremerton, WA 98337
Phone: (360) 473-5311
or (360) 473-5298

LANDLORD LICENSE APPLICATION

OFFICE USE ONLY

Fee Due: _____ (\$75/yr.)

License# _____

Instructions are on the reverse side of this form.

List the date you first started renting to tenants: _____

#1 PROPERTY OWNER <input type="checkbox"/> (Info. Required)	
Name	_____
Mailing Address	_____
Address Line 2	_____
Address Line 3	_____
City	_____
State/Zip Code	_____
Phone Number	_____
Email Address	_____

#2 EMERGENCY CONTACT <input type="checkbox"/> (Must be other than property owner. Required)	
Name	_____
Mailing Address	_____
Address Line 2	_____
Address Line 3	_____
City	_____
State/Zip Code	_____
Phone Number	_____
Email Address	_____

#3 LOCAL CONTACT <input type="checkbox"/> (required only if none of the other contacts are local)	
Name	_____
Mailing Address	_____
Address Line 2	_____
Address Line 3	_____
City	_____
State/Zip Code	_____
Phone Number	_____
Email Address	_____

#4 PROPERTY MANAGER <input type="checkbox"/> (if applicable)	
Name	_____
Mailing Address	_____
Address Line 2	_____
Address Line 3	_____
City	_____
State/Zip Code	_____
Phone Number	_____
Email Address	_____

List addresses of all Rental Properties within City Limits (Attach additional pages if needed):	# of Units

The undersigned hereby certifies that the information provided on this application is true and correct, to the best of his/her knowledge under penalty of perjury under the laws of the State of Washington.

By my signature, I certify that I have listed all my rental properties above and have inspected my rental properties located in the City of Bremerton and that the dwellings on such properties comply with the standards set forth in the State Landlord Tenant Act, Title 59, Section 59.18.060 and do not present conditions that endanger or impair the health or safety of the tenants.

The Residential Rental Inspection Checklist provides a list of the areas that should be inspected to comply with the standards set forth in RCW 59.18.060. The checklist does not need to be returned with this application.

I understand that if my rental properties are found to be in non-compliance with the health and safety requirements outlined in RCW 59.18.060, that per Bremerton Municipal Code 5.06, code enforcement action may be taken.

Print Full Name: _____ Signature: _____ Date: _____

Instructions for completing the Landlord License Application

Who This Applies To: Any person renting or making available for rent to the public any dwelling unit that requires a general business license pursuant to Chapter 5.02 BMC is required to register each dwelling unit annually with the Landlord License Application or renewal.

Fee Due: The license fee is currently \$75.00 per year, but is prorated monthly throughout the calendar year for new applicants. Contact our office for the license fee amount if you became a landlord during any month other than January. License fees are non-refundable.

Mailing Address For License and Renewals: Please select (check) only one of the small boxes next to the 4 contact sections to insure that your license and renewal forms are sent to the correct address. If none or multiple boxes are selected our office will default the mailing address to that of the Property Owner.

#1 Property Owner: For the purpose of this license, "property owner" means the person(s) in whom is vested all or any part of the legal title to the rental property, of all or part of the beneficial ownership and right to present use and enjoyment of the property. Fill in the property owner's name, mailing address, phone and email in the space provided. This section is required.

#2 Emergency Contact: In the space provided, fill in the name and contact information of an emergency point of contact for the properties. The emergency contact must be someone other than the "property owner". This section is required.

#3 Local Contact: For the purpose of this license, "local" means living within sixty (60) road/driving miles from the rental property or within thirty (30) road/driving miles from the Washington State ferry terminal located in downtown area of the City of Seattle.

<u>Non Local Property Owner</u>	<u>Local Property Owner</u>
If the Property Owner does not maintain a local residence or place of business, and your emergency contact or property manager are not local, then you must provide the City with the name and contact information of a local person or entity as a point of contact for the properties.	If the Property Owner maintains a local residence or place of business, use the section #3 to provide the name and contact information of a secondary emergency point of contact which does not have to be local.

#4 Property Manager: If you have a Property Manager/Management Company handling your rental properties, list name of the company or manager, the mailing address, phone and email information in the space provided.

Rental Properties: In the space provided, list the address and number of units per address for all of your rental properties that are within the City limits of Bremerton. If you need more space, attach additional pages.

Signature Required: The application must be signed and dated by the owner or an authorized signer.

Submit to: Completed applications along with payment for the license fee should be sent to City of Bremerton, Tax and License Division, 345 6th Street Ste. 600, Bremerton, WA 98337.

Still have questions? Contact the Tax and License Division at (360) 473-5311 or (360) 473-5298.