

## **MULTI-UNIT RENTAL OF REAL PROPERTY BUSINESS LICENSE APPLICATION**

Des Moines Municipal Code Chapter 5.04 requires all persons wishing to conduct any business within the City to first secure a City of Des Moines business license. This includes rental of residential units suitable for habitation with a separate entrance and exit that is rented by the owner to another and used as a home, residence, or sleeping place, including but not limited to a single family home, room or apartment.

Records indicate that you are the owner of such real property subject to the provisions of Des Moines Municipal Code. I have enclosed the following forms for the purpose of securing a business license:

- An Application Form. Please complete this form and return with the application fee for duplex or greater. Or multiple properties with the same parcel number

Business license fees run from January 1st through December 31st and must be renewed on or before the Fifteenth day of February. If you have any questions please call 206-870-7582 or email [taxandlicense@desmoineswa.gov](mailto:taxandlicense@desmoineswa.gov).

## *Helpful Hints for Completing Your City of Des Moines Rental of Real Property Business License Application*

- Rental of real property license requirements apply to all rental units used as a home, residence, or sleeping place, including but not limited to a single family home, room or apartment.
- Before having a sign constructed, you are strongly advised to contact the Community Development Department for signage regulations and permit information. They may be reached by calling 206-878-4595.
- City of Des Moines business licenses are not transferable and are issued to a specific person or firm. If your rental property is sold, a new business license application must be submitted by the new owner. You are strongly urged to contact the Business License Clerk's office at 206-870-6580 if the property is sold.
- B & O TAX: For businesses with gross receipts greater than \$50,000, the tax rate is equal to two-tenths of one percent (.2%) of their gross receipts. Businesses with gross receipts equal to or less than \$50,000 per year are not required to pay the tax, although it is still necessary for the business to file a return
- All City licenses expire December 31st of the year issued. Failure to renew your license by February 15th of the following year results in a **100%** late penalty. We will send a renewal notice to your mailing address by December 20th. If you have not received it by January 1st, please contact the Business License Clerks office to confirm your mailing address.
- It is your responsibility to notify the Business License Clerks office in any changes in your mailing address. This should be done in writing so the change can be placed in your official license file.
- Your Parcel ID number is located on your property tax statement.
- Remember, an incomplete application will delay the processing of your license. Be sure to review your application prior to submittal.
- City staff will make every attempt to issue your license in a timely manner.