

SINGLE 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, apartment or condo.

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 \$30.00 application fee for single family home.
- Helpful hints/information for completing your Rental of Real Property Business License application.
- A Contact Sheet, for emergency purposes of the Police and Fire Departments. Please complete and return.

Business license fees run from January 1st through December 31st and must be renewed on or before the Fifteenth day of February, or will be assessed a 100% late penalty. If I can be of any assistance or you have any questions please call 206-878-4595.(businesslicense@desmoineswa.gov)

City Clerks Office

Encls.

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*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.
- 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.

If you have any questions or require more information, please contact City Service Center at (206) 878-4595, Monday through Friday, 8:00 a.m. to 4:30 p.m.

RENTAL

EMERGENCY CONTACT SHEET

South County Fire & Rescue
31617 1st Avenue
Federal Way, WA 98003
253-946-7248 Fax 253-529-7206

Des Moines Police Department
21900 11th Avenue South
Des Moines, WA 98198
206-878-3301 Fax 206-870-7626

Location Address: _____

Business Phone: _____ Business Fax: _____

Mailing Address: _____
Street Address/P. O. Box City State Zip

Owner: _____ Phone: _____

Owner Address: _____

Does Premises Have an Alarm? Yes No Silent? Yes No

Alarm Company Name: _____ Phone #: _____

EMERGENCY CONTACTS:

In case of an emergency, if you are unavailable, who should we contact? Please list individuals who have access to the establishment. This will help to eliminate delays in an emergency situation. Thank You!

Name: _____ Phone: _____

Name: _____ Phone: _____

Name: _____ Phone: _____

City of Des Moines

21630 11th Avenue South

Des Moines, WA 98198

businesslicense@desmoineswa.gov

206-878-4595

Fax 206-870-6540

Change in Ownership

New Application

Late Renewal

SINGLE RENTAL OF REAL PROPERTY BUSINESS LICENSE APPLICATION

NAME OF RENTAL _____

RENTAL LOCATION _____

OF PARKING SPACES _____ YEAR BUILT _____ PARCEL ID# _____

MAILING ADDRESS _____

BUSINESS PHONE _____

PROPERTY MANAGER:

Name: First Middle Last

Home Address _____

Telephone Number _____

OWNER(S) - Attach an additional sheet if necessary:

Name: First Middle Last

Home Address _____

Telephone Number _____ Date of Birth: _____

I understand that I am responsible for notifying the City Clerk's office of any change in the ownership, as well as any new mailing address. I further understand that this rental of real property must comply with all federal, state, and local codes and ordinances.

Applicant Signature

Date

FEES: \$30.00 Business License Fee (after Oct. 1st \$15.00)

NOTE: An incomplete application may delay processing

Office Use Only

Rental Location: _____ Date: _____

Application is Approved Denied Comments: _____

Signature

Title

Date