

## **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 206-878-4595 (businesslicense@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.

***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.***

## City of Des Moines

Business License Application  
 21630 11th Ave S, St. A  
 Des Moines, WA 98198  
 206 870 6580 fax 206 870 6540  
 businesslicense@desmoineswa.gov



BUSINESS NAME

MAILING ADDRESS

City  State  Zip Code

PHYSICAL ADDRESS

City  State  Zip Code

Business Phone  Fax

UBI #  State License #

Email Address  No. of Employees: Full-time  Part-time

**Business Type:** (check one) Corporation  LLC  Partnership  Sole Proprietorship  Non-Profit

**License Type:** (check one)  
 Commercial located in the City of Des Moines - \$100.00\*  Adult Family Home - \$75.00\*   
 Commercial not located in the City of Des Moines - \$100.00\*  Family Daycare - \$75.00\*   
 Multi-unit Residential Rental - \$200.00\*  Single Residential Rental - \$75.00\*   
 Home Occupation - \$75.00\*

Total cost\*

**ESTIMATED GROSS ANNUAL BUSINESS INCOME:** (check one)  
 \$0-\$12,000  \$12,001-\$28,000  \$28,001-\$60,000  \$60,000-\$100,000  \$100,001 and above

Check if the business includes: Retail sales?  Wholesale sales?

**STATE SPECIFIC NATURE OF BUSINESS:**

**\*\*\*\*\* PLEASE LIST ALL OWNERS, PARTNERS, OR OFFICERS ON THE NEXT PAGE \*\*\*\*\***

**EMERGENCY CONTACT AFTER BUSINESS HOURS:**

Name(s)  Phone Number

**PROPERTY OWNERS:**

Name(s)  Phone Number

Check if you have an alarm  Alarm Co. Name  Phone #

*Alarms are required to be registered with the Des Moines Police Department (DMMC 9.10.030)*

Des Moines Municipal Code 5.04.020 requires all persons wishing to conduct any business within the City of Des Moines to first secure a City of Des Moines business license. Licenses expire on December 31st. Failure to renew license by February 15th of the following year results in a 100% late penalty. I understand that I am responsible for notifying the City Clerk's office of any change in the status of my business as well as any new mailing addresses. I further declare under penalty of perjury that the information provided on this application work sheet, is true and accurate. I understand my place of business must comply with Federal, State and local codes and ordinances.

Applicants Signature \_\_\_\_\_ Title \_\_\_\_\_ Date \_\_\_\_\_

**OWNERS, PARTNERS, OR OFFICERS**

Business License Application #

Name(s)

Home Address

City  State  Zip

Phone

Name(s)

Home Address

City  State  Zip

Phone

Name(s)

Home Address

City  State  Zip

Phone

Name(s)

Home Address

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