



## CITY OF LUDLOW RENTAL LICENSE APPLICATION

P.O. Box 16188 • 51 Elm Street

Ludlow, KY 41016

Phone: (859) 491-1233

Fax: (859) 491-2966

Website: [www.ludlow.org](http://www.ludlow.org)

- A separate application must be completed for each parcel of rental property owned within the city. Additional applications are available at [www.ludlow.org](http://www.ludlow.org)
- The Rental Property License Application **must be completed and signed** and returned to the Ludlow Municipal Center along with the applicable fees (payable to City of Ludlow) by **April 15th**. Incomplete forms will not be accepted and returned to the applicant for completion.

SECTION 1: PROPERTY INFORMATION AND FEES			
Address of Rental Property			
Number of Units	Residential:	Commercial:	
SECTION 2: PROPERTY OWNER MAILING ADDRESS & GENERAL INFORMATION			
<i>If Private/Individual Owner</i> : Provide Name, Residence Address, Telephone Number, and Email Address in the Boxes Below			
<i>If Partnership</i> : Provide Full Legal Name of Ownership, Including Corporation, Incorporated, Partnership, LLC, Address, Telephone Number, and Email Address in the Boxes Below			
Name			
Mailing Address			
City, State, Zip			
Telephone Number*	Is this a Cell Phone?	Yes	No
Emergency Number	Is this a Cell Phone?	Yes	No
Email Address**			
* Phone number may be used by Code Enforcement to schedule rental inspections.			
** Email address may be used for Criminal Activity Notifications			
SECTION 3: REGISTERED AGENT IF OWNER IS A CORPORATION, INCORPORATED, PARTNERSHIP, LLC			
Name			
Mailing Address			
City, State, Zip			
Telephone Number	Is this a Cell Phone?	Yes	No
Email Address			

**\*\*\*PLEASE COMPLETE OTHER SIDE\*\*\***

**SECTION 4: VACANT UNITS (If applicable, please complete and skip to SECTION 6)**

If a property is vacant and is not advertised for rent, the City still requires the owner to submit a completed application by April 15<sup>th</sup>.\* (The application fee will be waived for vacant units.) The contact information will be kept on file in the event of an emergency on the premises.

Reason for Vacancy:	For Sale	Being Remodeled
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\* If the non-rental status changes during the year, an updated application and appropriate application and rental fee(s) must be submitted to the City.

**SECTION 5: APPLICATION AND RENTAL FEE(S)**

**Any person applying for a Rental Property License within the City shall pay a non-refundable application fee of \$100.00 and an additional license fee of \$25.00 per unit, per building.**

**For example, a single family home is considered one rental unit and a total of \$125.00 would be owed. (\$100.00 application fee + \$25.00 rental unit fee = \$125.00 total due.)**

Application Fee	(Required for Each Parcel of Rental Property)	\$100.00
Number of Units	_____ X \$25.00 =	\$ _____
Total Amount Due:		\$ _____

**SECTION 6: CERTIFICATION AND AUTHORIZATION STATEMENT**

*Please note:*

Under provision of Ludlow Code of Ordinances, Chapter 110, the Building Inspector or any Officer or Employee of the City may enter and inspect the above listed building.

Any person who allows any rental dwelling to be occupied or rented to another without filing the necessary application form to obtain a license may be subject to a civil penalty, the property vacated, or both.

**I, THE UNDERSIGNED, HEREBY CERTIFY THAT I AM AUTHORIZED TO SIGN THIS RENTAL PROPERTY LICENSE APPLICATION FOR THE ABOVE PROPERTY AND THAT I AM IN COMPLIANCE WITH ALL RENTAL LICENSE REQUIREMENTS OUTLINED IN CITY OF LUDLOW CODE OF ORDINANCES, CHAPTER 110, AND THAT FAILURE TO COMPLY WITH ANY OF THESE REQUIREMENTS SHALL BE ADEQUATE GROUNDS FOR THE DENIAL, REFUSAL TO RENEW, REVOCATION, OR SUSPENSION OF MY RENTAL LICENSE.**

X \_\_\_\_\_  
Signature of Owner

\_\_\_\_\_  
Date

[OFFICE USE ONLY]

Rental Property License:    Approved     Denied

License #: \_\_\_\_\_