



Rental Property License Application

A separate application must be completed for each parcel of rental property owned within the city.
Additional applications available at www.ludlow.org

The Rental Property License Application must be completed and returned to the Ludlow Municipal Building along with a \$100.00 application fee (payable to City of Ludlow) by **April 15th**.

1. Property Address: _____
2. Please indicate the **number** of residential and commercial rental units in the building:
Residential: _____ Commercial: _____
3. Owner(s) of Property: *(For additional persons, please complete other side.)*
Name: _____
Residence Address: _____
City: _____ State: _____ Zip: _____
4. Contact Information:
Emergency #: _____ Email Address: _____
5. **Corrections/Changes to Address (Please update, if necessary):**
Mailing Address: _____
Emergency #: _____ Email Address: _____

For Vacant Units

If a property is currently vacant, whether it is for sale, being remodeled, and not advertised for rent, the City still requires the owner to submit a completed application by April 15th. The contact information will be kept on file in the event of an emergency on the premises. If the property is currently vacant, please explain why: _____

If the non-rental status changes during the year, an updated application and \$100.00 fee must be submitted to the City.

Any person or business found to be in violation of any section of the rental license requirements as contained within City of Ludlow, Kentucky Code of Ordinances, Chapter 110, shall be deemed to have committed a civil offense and shall be fined not less than one hundred dollars (\$100.00) per day, per violation and not more than five hundred dollars (\$500.00) per day, per violation until said violation(s) are abated. Each day that an individual or business is engaged in the renting, letting or leasing of real property without having first paid the license fee to the appropriate authority and having obtained the proper license, therefore shall constitute a separate offense. Chapter 110 of the Ludlow City Code may be viewed in its entirety at www.ludlow.org.

I, the undersigned, hereby certify that I am authorized to sign this rental 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.

Signature of Owner

Date

[OFFICE USE ONLY]

License #: _____