



## City of Ludlow

P.O. Box 16188 · 51 Elm Street · Ludlow, KY 41016  
Phone (859) 491-1233 · Fax (859) 491-2966  
www.ludlow.org

### Rental Property License Application

(A separate application must be completed for each parcel of rental property owned within the city.)

The Rental Property License Application must be completed and returned to the Ludlow Municipal Building along with a \$75.00 application fee (payable to City of Ludlow) by **April 15<sup>th</sup>**.

#### For Non-Rental Units

*The application must be completed and submitted by April 15<sup>th</sup>, but the fee may be waived if one or more of the following criteria are met. Please indicate which, if any, apply:*

- The property is currently vacant/for sale and not being advertised for rent; if so, please explain: \_\_\_\_\_*
- Any one unit of a two unit property is owner occupied; if occupied only part of the year, please explain: \_\_\_\_\_*
- The property subject to the rental license is a **single family residence** and is occupied by, but not rented to, one or more of the license holder's **immediate** family members. If so, please indicate relationship and complete the Immediate Family Waiver form, available on [www.ludlow.org](http://www.ludlow.org).*
  - Parent  Child(ren)  Sibling  Grandchild  Grandparent

**\*\*\*Please complete the entire application, including Immediate Family Waiver, (if appropriate) so your contact information will be on file with the City in the event of an emergency at the property.\*\*\***

*If the non-rental status changes during the year, an updated application and \$75.00 fee must be submitted to the City. Conducting the business of rental property without a license is a civil offense and shall be fined a sum of 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; each day constitutes a separate offense.*

1. Property Address: \_\_\_\_\_
2. Please Indicate Whether Property is Owned by:  
 Individual  Corporation  Partnership  Other (specify): \_\_\_\_\_
3. Owner(s) of Property: If an individual, give name, residence address, mailing address, telephone number, and Social Security number; if a partnership, give same as above for each partner; give same for President, Vice-President, Secretary, and Treasurer. *(For additional persons, please add additional pages.)*

**Owner:**  
Name: \_\_\_\_\_ Title: \_\_\_\_\_  
Residence Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ Tax ID #(if applicable): \_\_\_\_\_  
Mailing Address (if different from residence): \_\_\_\_\_  
Home Telephone #: \_\_\_\_\_ Work Telephone #: \_\_\_\_\_  
Emergency #: \_\_\_\_\_ Email Address: \_\_\_\_\_

*(Please complete other side.)*

4. If applicable, please list a duly authorized representative of the business who is responsible for operating and managing the property:

Name: \_\_\_\_\_ Title: \_\_\_\_\_  
Address: \_\_\_\_\_ Tax ID #: \_\_\_\_\_  
Home Telephone #: \_\_\_\_\_ Work Telephone #: \_\_\_\_\_  
Day Emergency #: \_\_\_\_\_ Night Emergency #: \_\_\_\_\_

5. Please indicate the **number** of residential and commercial rental units in the building:  
Residential: \_\_\_\_\_ Commercial: \_\_\_\_\_

6. Are there pets or other animals at the premises? \_\_\_\_\_  
If so, please specify: \_\_\_\_\_

7. Is there is an alarm system on the property? If so, please give the name, address, and phone number of the alarm company: \_\_\_\_\_  
\_\_\_\_\_

8. Please list any other information about the premises that would be necessary/helpful to emergency personnel responding to a call there: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**WARNING:** *Statements made in this application are subject to verification and false or intentionally misleading statements may be cause for denial of the license applied for, or if a license is granted, revocation thereof upon discovery.*

*Any person or business found to be in violation of any section of the rental license requirements as contained within Chapter 110, of the City of Ludlow, Code of Ordinances, for the City of Ludlow, Kenton County, Kentucky 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.*

I, THE UNDERSIGNED, HEREBY CERTIFY THAT I AM AUTHORIZED TO SIGN THIS APPLICATION FOR RENTAL LICENSE FOR THE ABOVE OWNER(S), AND THAT I HAVE MADE FULL INQUIRY INTO THE INFORMATION GIVEN ABOVE AND TO THE BEST OF MY KNOWLEDGE, THE STATEMENTS CONTAINED ABOVE ARE TRUE AND CORRECT.

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

**[OFFICE USE ONLY]**

Issuance of a license is:  
\_\_\_\_\_ Approved License #: \_\_\_\_\_  
\_\_\_\_\_ Approved conditionally (conditions attached)  
\_\_\_\_\_ Denied (explanation and notification to applicant attached)

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.