



## HAMILTON TOWNSHIP LANDLORD REGISTRATION APPLICATION

**All information is required to process your application. Incomplete applications will be returned.**

- Certificate of formation is required for all Corporations and LLC's
- A copy of the owner's driver's license is to be submitted with this application

### Owner Information

NAME:				
ADDRESS:	CITY:	STATE:	ZIP CODE:	
TELEPHONE #:	CELL#:	EMAIL:		
OWNER OF PROPERTY IS A: (select one)	CORPORATION <input type="checkbox"/>	PARTNERSHIP <input type="checkbox"/>	LLC <input type="checkbox"/>	INDIVIDUAL <input type="checkbox"/>

### Registered Agent (If Owner Of Record Is a Corporation)

NAME:				
ADDRESS:	CITY:	STATE:	ZIP CODE:	
TELEPHONE #:	CELL#:	EMAIL:		



## Managing Agent (Required To Be Within Mercer County)

If no owner(s) and no managing agent resides in Mercer County, in which the dwelling is located, please provide contact information for a person who resides in the county and is authorized to accept notices from a tenant, issue receipts for those notices and accept service of process on behalf of out of county record owners.

NAME:

ADDRESS:

CITY:

STATE:

ZIP CODE:

TELEPHONE #:

CELL#:

EMAIL:

## Emergency Contact

Individual representative of the owner or managing agent who may be reached at any time in the event of an emergency affecting the dwelling and/or unit who has authority to make emergency decisions concerning the premises.

NAME:

ADDRESS:

CITY:

STATE:

ZIP CODE:

TELEPHONE #:

CELL#:

EMAIL:

Landlord License and Registration are not transferable to other entities or parties. The fee for a Landlord License will be \$200.00 which must be renewed every 5 years. The fee for a Landlord License for owner occupied rental containing three or more units or less will be \$75.00 and must be renewed every 5 years. In the event of a change in ownership or amended owner information, the registration forms shall be re-filled within 30 days of change.

**I CERTIFY THAT ALL RENTAL UNITS THAT ARE UNDER THIS REGISTRATION WILL BE RENTED IN COMPLIANCE WITH CHAPTER 268-18.**

\_\_\_\_\_  
Signature of Landlord

\_\_\_\_\_  
Date