



RENTAL HOUSING BUSINESS LICENSE APPLICATION

2019

1700 Civic Drive
DuPont, WA 98327
www.dupontwa.gov

Phone: (253) 912-5217
Fax: (253) 964-3554

City of DuPont Municipal Code (DMC) 5.04.170 requires the owners of any residential property located in DuPont and which is leased or rented to residential tenants to obtain a City of DuPont Rental Housing Business License. Licenses are due upon the first month of rental use and renewals are due January 1st of each year and is current if paid by January 31st. The license fee is determined by the number of rental units you own in DuPont, per the following schedule.

- 1 Unit \$75.00 per year
- 2 to 4 Units \$100.00 per year
- 5 to 24 Units \$200.00 per year
- 25 or more Units \$1,000.00 per year

Applicant – Please complete all areas that apply. If your contact information changes during the license year, please notify us by the telephone, fax number or website listed on this form.

GENERAL INFORMATION		
OWNER MAILING ADDRESS (As listed through Pierce County Assessor's Office)		
Name: _____		
Address: _____		
City: _____	State: _____	Zip: _____
Phone: _____	Email: _____	
PROPERTY MANAGEMENT COMPANY (If applicable)		
Property Management Company Name: _____		Contact: _____
Address: _____		
City: _____	State: _____	Zip: _____
Phone: _____	Email: _____	
RENTAL PROPERTY ADDRESS(S)	City Staff Use:	
Address #1: _____ # of Rental Units at this Address: _____	RHL#: _____	
Address #2: _____ # of Rental Units at this Address: _____	RHL#: _____	
Address #3: _____ # of Rental Units at this Address: _____	RHL#: _____	
Address #4: _____ # of Rental Units at this Address: _____	RHL#: _____	
Address #5: _____ # of Rental Units at this Address: _____	RHL#: _____	
Address #6: _____ # of Rental Units at this Address: _____	RHL#: _____	

Please list any additional Rental Properties you own in the City of DuPont on a separate sheet of paper.

Failure to provide any requested information may result in additional penalties as provided for in DuPont Municipal Code (DMC) Chapter 5.04. **Payment can be made in person at City Hall or by mail. If you are mailing, please make your check payable to the City of DuPont and remit it with this application to the address listed above.** **To avoid late fees on renewals (\$250 per unit) the application and applicable fees must be received by the City on or before January 31, 2019.**

If you have any questions, please contact Sherri Ingles at (253) 912-5217.

I hereby certify that the statements furnished by me on this application are true and correct to the best of my knowledge and belief.

Authorizing Signature: _____ Date: _____

Authorizing Name: _____

Please Print

City of DuPont use only Total Paid: _____ Date: _____ Receipt #: _____

Approved by: _____