



WESTMINSTER
COLORADO

Department of Community Development Rental Property License Application

The City of Westminster complies with the Colorado Open Records Act (CORA). Public records include all writings made, maintained, or kept by the city, regardless of physical form or characteristic.

Licensee/Property Name _____

Rental Property Address _____, Westminster, CO, Zip _____

Type of Application: *New Renewal Change in Property Information (Owner/Manager/Rental Unit #)

If change in number of rental units, please indicate reason for change _____

***Please include a site plan and a listing of unit numbers if this is a new application.**

Building Information

Building Type

4-Plex Townhouse (4 or more units) Condo (4 or more units) Multi-Family Apt (5 or more units)

Year Built _____ # of Stories _____ # of Buildings _____

Total # of Units _____ # of Model Units _____ # of Income Restricted Units _____

Indicate the number of each type of unit: Studio ____ 1 Bdrm ____ 2 Bdrm ____ 3 Bdrm ____ 4 Bdrm ____

Basement: Yes ____ No ____ Crawlspace: Yes ____ No ____

Leasing Office Address and Unit # (if applicable) _____

Property Owner Information - If multiple owners, please complete requested information for EACH owner.

Property Owner Name _____

Phone () _____ **E-mail _____

Physical Address _____ City _____ State _____ Zip _____

Mailing Address (if different) _____ City _____ State _____ Zip _____

Managing/Local Agent Information (if other than Owner)

The City of Westminster requires all owners of residential rental property to assign a Local Agent to receive legal service of process. Owners residing or operating a permanent place of business in Westminster, or within a fifty (50) mile radius of the rental property may designate themselves. **Owners who do not reside or operate a permanent place of business in Westminster (or within a fifty (50) mile radius of the rental property) MUST designate a Local Agent who resides or operates a permanent place of business within a fifty (50) mile radius of the rental property.** A local agent may include but is not limited to a designated family member, friend, or tenant.

Property Management Company Name _____

Contact Person _____ Relationship to Owner _____

Phone () _____ **E-mail _____

Physical Address _____ City _____ State _____ Zip _____

Mailing Address (if different) _____ City _____ State _____ Zip _____

Site Manager Information (if different than Managing/Local Agent)

Name _____ Title _____

Relationship to Owner _____

Phone () _____ **E-mail _____

Physical Address _____ City _____ State _____ Zip _____

Mailing Address (if different) _____ City _____ State _____ Zip _____

Representation and Signatures

Please check one of the following statements.

_____ Owner designates self as Local Agent and resides or operates a permanent place of business within fifty (50) miles of the rental property.

_____ Owner designates the Managing/Local Agent to act as owner's authorized representative.
PLEASE NOTE: Property Managers, Local Agents or Operators must attach proof of authority to act as owner's authorized representative. Managing/Local Agent/Site Manager MUST sign below to accept responsibility for service of legal process.

By signing below, I assert, under penalty of perjury, that the above information is true, correct and complete and that, to the best of my knowledge, it contains no false or misleading information. I also attest, as is required by WMC § 5-12-5, as follows:

- *I am in good standing for any other permits or licenses issued by the City of Westminster;*
- *Every unit of my rental property complies with the requirements set forth in WMC, Title XI, Chapter 12;*
- *I will promptly notify the city of changes to any of the information provided above; and*
- *I will not obstruct a City inspection of my rental property that is being conducted pursuant to WMC, Title XI, Chapter 12.*

Owner Signature (Required)

Name _____
Please print

Date _____

Signature _____

Managing/Local Agent or Site Manager (Required)

Name _____
Please print

Title _____
Please print

Signature _____

Date _____

**** Email is the primary method of correspondence used by Rental Properties.**

Please send completed forms to:

Rental Properties
Department of Community Development
4800 W 92nd Ave.
Westminster, CO 80031
Email: rentalhousing@westminsterco.gov