



# RENTAL HOUSING CERTIFICATION CHANGE OF OWNERSHIP OR DESIGNATED AGENT

PRIMARY PROPERTY ADDRESS: \_\_\_\_\_

## TYPE OF CHANGE

OWNERSHIP

RESPONSIBLE LOCAL AGENT

## PROPERTY TYPE AND FEE

SINGLE FAMILY (1 UNIT) \$50 FEE

DUPLEX (2 UNITS) \$50 FEE

MULTIFAMILY (= /> 3 UNITS) \$50 FEE PER BLDG NUMBER OF BLDGS: \_\_\_\_\_ TOTAL FEE: \$ \_\_\_\_\_

## NEW OWNER INFORMATION

OWNER NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP CODE: \_\_\_\_\_

PHONE: \_\_\_\_\_ EMAIL: \_\_\_\_\_

CORPORATION RESIDENT AGENT: \_\_\_\_\_

CORPORATION PRIMARY OFFICER: \_\_\_\_\_

## \*NEW RESPONSIBLE LOCAL AGENT INFORMATION

AGENT NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP CODE: \_\_\_\_\_

PHONE: \_\_\_\_\_ EMAIL: \_\_\_\_\_

**\*IF A NEW RESPONSIBLE LOCAL AGENT IS BEING AUTHORIZED, BOTH THE OWNER AND AGENT MUST SIGN THIS FORM\***

\_\_\_\_\_  
Owner Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Agent Signature

\_\_\_\_\_  
Date