

# RENTAL LICENSE APPLICATION: RESIDENTIAL RENTAL PROPERTY

This application is for property owners who maintain or operate residential rental unit(s) within Gresham city limits.

A residential unit is a dwelling containing one or more separate living quarters, one or more of which is rented, leased or let in exchange for full or partial monetary compensation. These shall include rental houses, cottages, mobile homes, duplexes, apartments, condominiums and rooms in a lodging house. (Gresham Revised Code 9.55.010-030)

**Rental License Rate Table:**

- 1-2 Residential Rental Units: \$55 per unit per year
- Next 3-12 RRU's: \$45 per unit per year
- Next 13-100 RRU's: \$35 per unit per year
- Next 101-200 RRU's: \$30 per unit per year
- Next 201+ RRU's: \$20 per unit per year

**RENTAL LICENSE AMOUNT DUE: \$**

Rental Property Information				<input type="checkbox"/> New or <input type="checkbox"/> Change of ownership	
Property Name / DBA				Number of Units	
Location Address				Location	Residential
Mailing Address					
Business Phone			Fax Number		
E-mail					
Website					
TIN			Tax ID		
Company Type/Structure			<input type="checkbox"/> Sole Proprietor <input type="checkbox"/> LLC <input type="checkbox"/> Corp <input type="checkbox"/> Limited Partnership <input type="checkbox"/> Partnership <input type="checkbox"/> Non-profit		
Emergency Contact				Emergency Phone	
Local Manager Name or Company/Phone				Property Manager	<input type="checkbox"/> On site <input type="checkbox"/> Off site

Owner Information			
Name			
Address			
Mailing Address			
Home Phone			Cell Phone
Email			Fax
Preferred Language	<input type="checkbox"/> English <input type="checkbox"/> Spanish <input type="checkbox"/> Russian <input type="checkbox"/> Ukrainian <input type="checkbox"/> Vietnamese <input type="checkbox"/> Thai <input type="checkbox"/> Korean <input type="checkbox"/> Chinese (simplified) <input type="checkbox"/> Mandarin <input type="checkbox"/> Japanese <input type="checkbox"/> Other _____		
Ownership Type	<input type="checkbox"/> Minority-owned <input type="checkbox"/> Veteran-owned <input type="checkbox"/> Woman-owned <input type="checkbox"/> NA <input type="checkbox"/> Prefer not to answer		
Racial/Ethnic Background	<input type="checkbox"/> Asian <input type="checkbox"/> Black <input type="checkbox"/> Hispanic/Latino <input type="checkbox"/> Native American/Alaskan <input type="checkbox"/> Native Hawaiian/ Pacific Islander <input type="checkbox"/> Sub-continent Asian <input type="checkbox"/> White (non-Hispanic or Latino) <input type="checkbox"/> Other _____ <input type="checkbox"/> Prefer not to answer		

**By signing my name, I agree and understand that:**

- All information is true, correct and complete based on all information of which I have knowledge. I understand that if I do not provide proper documentation or attachments (where required), my application will not be reviewed until they are provided.
- I understand that falsifying any information on this application may result in revocation of the license.
- I understand this license is a separate application and not in lieu of or approval for any other licenses, registrations, or permits which may be required. I understand that all necessary licenses and permits must be obtained and approved by the City of Gresham and all applicable fees must be paid before commencing business.

- The business shall comply with all Federal, State and Municipal laws. Conducting business in violation of these laws or in a manner that constitutes a menace to the public health and safety may result in denial or revocation of the business license.
- I understand per Gresham Revised Code, 9.05.05 (3) (l) all applications applied for and issued are subject to public record and the City shall exempt from disclosure information of a personal nature to the extent permitted by the Oregon Public Records and other applicable laws.
- I understand that the property is subject to random mandatory inspection by the City's Rental Housing Inspection Program and that I will receive notice if this occurs. I understand details about this program can be found at [Greshamoregon.gov/Rental-Housing-Inspections](http://Greshamoregon.gov/Rental-Housing-Inspections).

**Property Owner/Rep Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Email Submittal**

Email application to: [BusinessLicense@GreshamOregon.gov](mailto:BusinessLicense@GreshamOregon.gov).  
Once the application is processed, you will be sent a link and account number for online payment.

**Regular Mail/In Person**

Mail or deliver application and payment to:  
City of Gresham  
Attn: Rental Licensing  
1333 NW Eastman Pkwy, Gresham, OR 97030

**OFFICE USE ONLY:**

Rental License #:	Paid:	<input type="checkbox"/> Cash / <input type="checkbox"/> Check / <input type="checkbox"/> _____
-------------------	-------	---