

# 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, (kitchen, bathroom and sleeping area), one or more of which is rented, leased or let in exchange for monetary or other compensation. A property with one or more residential rental units, regardless of whether anyone is currently residing in each unit (Gresham Revised Code 9.55)	<b>Rental License Rate Table:</b> <ul style="list-style-type: none"> <li>1-2 Residential Rental Units: \$67 per unit per year</li> <li>Next 3-12 RRU's: \$57 per unit per year</li> <li>Next 13-100 RRU's: \$47 per unit per year</li> <li>Next 101-200 RRU's: \$42 per unit per year</li> <li>Next 201+ RRU's: \$32 per unit per year</li> </ul>
<b>RENTAL LICENSE AMOUNT DUE: \$</b>	

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	NAICS Code	531190
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"/> _____
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