

# City of Kingsley Annual Rental Registration Form

## Long-Term and Short-Term Rentals

Address of Rental Property \_\_\_\_\_  
Type of Rental: Long-Term \_\_\_\_\_ Short-Term \_\_\_\_\_ (Check One)  
Owner Name \_\_\_\_\_  
Owner Address \_\_\_\_\_  
Owner Phone Number \_\_\_\_\_ Cell or Land  
Owner Email Address \_\_\_\_\_  
Property Manager Name \_\_\_\_\_  
Property Manager Address \_\_\_\_\_  
Property Manager Email Address \_\_\_\_\_  
Property Manager Phone Number \_\_\_\_\_ Cell or Land  
Note: Cell phone and landline must be accessible 365 days/24 hours/7 days  
Names of Adult Long-Term Tenants \_\_\_\_\_  
Tenants Email address \_\_\_\_\_  
Tenants Phone Number \_\_\_\_\_ Cell or Land

Description of Property: No. Bed Rooms \_\_\_\_\_ No. Parking Spaces \_\_\_\_\_  
Registration number from Louisville Metro Revenue Commission \_\_\_\_\_

I, The above named owner, certify that I fully understand all provisions of the City of Kingsley Rental Ordinance for the registration and permitting of Rental Properties.

I Confirm that all Federal, State, Metro and Kingsley taxes assessed and levied against the rental dwelling that are due and payable at the time of the filing of this application have been paid.

I certify there are no delinquent taxes due and/or liens of any type filed against this property. I certify that tenants have been provided access to the city website and compliance expectations with the city ordinances have been reviewed with them.

I confirm that the registration forms for each property and a yearly \$500 registration fee will be due by August 1<sup>st</sup> of each year.

Signatures of all owners \_\_\_\_\_

Date \_\_\_\_\_

Please send a completed rental registration form for each property along with your check(s) payable to: City of Kingsley to the address below:

City of Kingsley

PO Box 5515

Louisville, KY 40255-0515

May 1, 2023