

Landlord Registration Form

Department of Codes & Building Safety
800 President Ronald Reagan Way
PO Box 196350
Nashville, TN 37210
(615) 862-6590

Owner Information: (Must be physical address – not PO Box)

NAME: _____ PHONE NUMBER: _____

HOME ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____

EMAIL ADDRESS: _____

Co-Owner Information: (If Applicable)

NAME: _____ PHONE NUMBER: _____

HOME ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____

EMAIL ADDRESS: _____

Property Manager Information: (If Applicable)

COMPANY NAME: _____

REGISTERED AGENT: _____

BUSINESS ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____

EMAIL ADDRESS: _____

PHONE NUMBER: _____ FAX: _____

By signature below, I hereby acknowledge that I have reviewed the regulations in Metro Code of Laws sections 16.24.030 and 16.24.400, and have calculated the occupancy unit for each dwelling unit based upon either: 1) the size of the kitchen, living room and/or dining room, and each bedroom meeting all applicable ingress and egress requirements, or 2) the habitable area as defined, if the registration is for an efficiency unit. Each unit's maximum occupancy has been determined according to the best of my knowledge, information, and belief as to the regulations set forth therein.

Signature: _____ Date: _____

RENTAL PROPERTY ADDRESS: _____

TYPE RENTAL UNIT: Single Family Dwelling Duplex Tri-Plex Quad-Plex Rental Condo Other (See note below)

Maximum number of persons who may live in this unit: _____ **Landlord Initial:** _____

RENTAL PROPERTY ADDRESS: _____

TYPE RENTAL UNIT: Single Family Dwelling Duplex Tri-Plex Quad-Plex Rental Condo Other (See note below)

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RENTAL PROPERTY ADDRESS: _____

TYPE RENTAL UNIT: Single Family Dwelling Duplex Tri-Plex Quad-Plex Rental Condo Other (See note below)

Maximum number of persons who may live in this unit: _____ **Landlord Initial:** _____

METROPOLITAN GOVERNMENT OF NASHVILLE AND DAVIDSON COUNTY



DEPARTMENT OF CODES & BUILDING SAFETY

OFFICE ADDRESS
METRO OFFICE BUILDING - 3RD FLOOR
800 PRESIDENT RONALD REAGAN WAY
NASHVILLE, TENNESSEE 37210

MAILING ADDRESS
POST OFFICE BOX 196350
NASHVILLE, TENNESSEE 37219-6350
TELEPHONE (615) 862-6500
FACSIMILE (615) 862-6514
www.nashville.gov/codes

Metro Code of Laws §§ 16.24.030 & 16.24.400 Requirements Summary

Updated June 1, 2023

Minimum Area Requirements for Non-Efficiency Dwellings

Bedroom size and accessibility requirements

Each bedroom must contain at least seventy (70) square feet of floor area, and at least seven (7) feet of clear ceiling height above no less than half (1/2) of the floor area. A bedroom may not constitute the only means of access to another bedroom; but rather, all bedrooms must have independently accessible ingress and egress to the communal habitable space of the dwelling. Each bedroom must have access to at least one bathroom without passing through another bedroom, and said bathroom must be located either on the same story as the bedroom or be no more than one story away. Kitchens and other non-habitable spaces may not be used for sleeping purposes.

Occupancy restrictions

Each bedroom must contain at least seventy (70) square feet of floor area in order to be occupied by one (1) person, and at least fifty (50) square feet of additional floor area for each additional occupant. In addition, when all inhabitants of a dwelling are not related by blood, marriage, or law, no more than four (4) people may inhabit a dwelling with three (3) or fewer bedrooms; and no more than five (5) people may inhabit a dwelling with four (4) or more bedrooms.

Additional space requirements for high occupancy units

A dwelling unit intended for occupancy of up to five (5) persons must have a kitchen that is at least fifty (50) square feet, a living room that is at least one hundred twenty (120) square feet, and a dining room that is at least eighty (80) square feet. The living room and dining room may be a combined room of at least two hundred (200) square feet. Units that do not meet these requirements may be inhabited by no more than four (4) persons, irrespective of the number of bedrooms.

Requirements for Efficiency or "Studio" Apartments

Space allocated for the kitchen and bathroom of a studio unit shall not be used to calculate maximum occupancy. An efficiency unit may be occupied by not more than two (2) occupants, provided the dwelling contains a clear floor area of at least two hundred twenty (220) square feet excluding the kitchen and bathroom. An efficiency unit may be occupied by not more than three (3) occupants if the dwelling contains a floor area of at least three hundred twenty (320) square feet excluding the kitchen and bathroom. No efficiency unit may be occupied by more than three (3) persons.