

**Residential Landlord Registration Form**

Department of Codes & Building Safety

Metro Office Building

800 2<sup>nd</sup> Avenue South - 3<sup>rd</sup> Floor

P.O. Box 196300

Nashville, TN 37219

615-862-6590

Renewal (paid previous year)?  Yes  No

**Rental Property Address:** \_\_\_\_\_

**Type of Rental Unit:**  Single Family Dwelling  Duplex  Tri-Plex  Quad Plex  Rental Condo  Other

**Owner Information (Must be a PHYSICAL ADDRESS. NO PO BOXES!):**

NAME: \_\_\_\_\_ PHONE NUMBER: \_\_\_\_\_

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

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

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

**Co-OWNER INFORMATION (if applicable):**

NAME: \_\_\_\_\_ PHONE NUMBER: \_\_\_\_\_

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

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

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

**PROPERTY MANAGER INFORMATION (if applicable):** \_\_\_\_\_

COMPANY NAME: \_\_\_\_\_ PHONE NUMBER: \_\_\_\_\_

CONTACT NAME/REGISTERED AGENT: \_\_\_\_\_

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

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

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

The person signing this form acknowledges that this property is a residential unit. This information is required by Tennessee Code Annotated Title 66, Chapter 107 and said owner(s)/agent(s) are responsible for registration of their properties within the time frames designated unless prior arrangements are made through this office. The Property Standards Division should be notified by letter should this property change from rental to owner occupied or change from owner occupied to rental use, or when the property changes ownership or the property management arrangement changes. Failure to comply with this regulation could result in fines of \$50.00 per week for each dwelling unit in the jurisdiction. **NOTE:** The registration fee of \$10.00 is to be paid for registration of all units owned. Owners of multiple units within Davidson County are only required to pay a **single fee of \$10.00 for all units owned**. The registration fee is paid annually. \*Additional property addresses can be listed on the back of this form.

Signature of person completing form \_\_\_\_\_

Date \_\_\_\_\_ Owner / Agent (circle one)

**Rental Property Address:** \_\_\_\_\_

**Type of Rental Unit:**  Single Family Dwelling  Duplex  Tri-Plex  Quad Plex  Rental Condo  Other

**Rental Property Address:** \_\_\_\_\_

**Type of Rental Unit:**  Single Family Dwelling  Duplex  Tri-Plex  Quad Plex  Rental Condo  Other

**Rental Property Address:** \_\_\_\_\_

**Type of Rental Unit:**  Single Family Dwelling  Duplex  Tri-Plex  Quad Plex  Rental Condo  Other

**Rental Property Address:** \_\_\_\_\_

**Type of Rental Unit:**  Single Family Dwelling  Duplex  Tri-Plex  Quad Plex  Rental Condo  Other

**Rental Property Address:** \_\_\_\_\_

**Type of Rental Unit:**  Single Family Dwelling  Duplex  Tri-Plex  Quad Plex  Rental Condo  Other

**Rental Property Address:** \_\_\_\_\_

**Type of Rental Unit:**  Single Family Dwelling  Duplex  Tri-Plex  Quad Plex  Rental Condo  Other

**Rental Property Address:** \_\_\_\_\_

**Type of Rental Unit:**  Single Family Dwelling  Duplex  Tri-Plex  Quad Plex  Rental Condo  Other

**Rental Property Address :** \_\_\_\_\_

**Type of Rental Unit:**  Single Family Dwelling  Duplex  Tri-Plex  Quad Plex  Rental Condo  Other

**Rental Property Address:** \_\_\_\_\_

**Type of Rental Unit:**  Single Family Dwelling  Duplex  Tri-Plex  Quad Plex  Rental Condo  Other

**Rental Property Address:** \_\_\_\_\_

**Type of Rental Unit:**  Single Family Dwelling  Duplex  Tri-Plex  Quad Plex  Rental Condo  Other

**Rental Property Address:** \_\_\_\_\_

**Type of Rental Unit:**  Single Family Dwelling  Duplex  Tri-Plex  Quad Plex  Rental Condo  Other