LANDLORD REGISTRATION FORM
Department of Codes & Building Safety
Metro Office Building
800 Second Avenue South - 3rd Floor
P O Box 196350
Nashville, Tennessee 37210
(615) 862-6590

RENTAL PROPERTY ADDRESS: * ____________________________________________

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

OWNER INFORMATION: (must be physical address - not P O Box)

NAME: __________________________________________ PHONE NUMBER: ____________________________

HOME ADDRESS: ________________________________________________________________________________

CITY: __________________________________________ STATE: ___________ ZIP: ________________________

E-MAIL ADDRESS: __________________________________________________________

Co-OWNER INFORMATION: (If Applicable)

NAME: __________________________________________ PHONE NUMBER: ____________________________

HOME ADDRESS: ______________________________________________________________________________

CITY: __________________________________________ STATE: ___________ ZIP: ______________________

E-MAIL: __________________________________________

PROPERTY MANAGER INFORMATION: (If Applicable)

COMPANY NAME: __________________________________________

CONTACT NAME/REGISTERED AGENT: __________________________________________

BUSINESS ADDRESS: __________________________________________

CITY: __________________________________________ STATE: ___________ ZIP: ______________________

PHONE NUMBER: __________________________ FAX NUMBER: __________________________

E-MAIL ADDRESS: __________________________________________

The person signing this form acknowledges that this property is a residential rental unit. This information is required by this ordinance 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 office 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. * Additional property addresses can be listed on the back of this form.

Signature of Person Completing Form __________________________________________

Date ___________________________ Owner / Agent (circle one)
Owners with more than ten residential rental properties in Davidson County should copy this side of the registration form to list additional properties.