



*City of Raleigh*  
*North Carolina*

# City of Raleigh

## Rental Dwelling Registration

### Housing & Neighborhood Preservation Division

919-996-2444

For further assistance, there is a Rental Registration Instructions Form on the City of Raleigh website.

**Registration ID Number:** \_\_\_\_\_

PLEASE USE THIS FORM FOR INITIAL REGISTRATIONS ONLY

**Section I: Owner Information** This section refers to the owner or owners who hold legal title and is required before Rental Registration is approved. **Required**

Owner's Name: \_\_\_\_\_  
Owner's Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_  
Primary Phone #: \_\_\_\_\_  
Secondary Phone \_\_\_\_\_  
Fax #: \_\_\_\_\_  
Email address: \_\_\_\_\_

**Section II: Management Company** If a management company is responsible for the property, complete Section II in full.

Name of Management Company: \_\_\_\_\_  
Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_  
Primary Phone #: \_\_\_\_\_  
Secondary Phone #: \_\_\_\_\_  
Fax #: \_\_\_\_\_  
Email address: \_\_\_\_\_

**Section III: Alternate Contact Person** An alternate contact shall be provided if the owner cannot be reached. **SEE RENTAL REGISTRATION INSRUCTIONS REQUIREMENTS FOR ALTERNATE CONTACT.**

Name of Registered Agent/Alternate Contact: _____
Address: _____
City: _____ State: _____ Zip Code: _____
Primary Phone #: _____
Secondary Phone #: _____
Fax #: _____
Email address: _____
<b>Signature of Alternate Contact:</b> _____

**Section IV: Current Register** The owner shall maintain a current list of occupants. Upon request by City inspectors, police, fire and emergency response personnel investigating violations or potential violations of the City Code or State law, the owner shall present the list of occupants to the investigating personnel.

Example: Name: <i>John Doe</i> Address: <i>219 Fayetteville St</i>
---

**Section V: Rental Registration Fee Schedule** The following are the fees that apply to rental registration. All new registration forms submitted for the initial registration of rental properties by an owner require a non-refundable application fee of thirty dollars (\$30) in addition to the property registration fee. Raleigh City Code Section 12-2177(b). The fee for properties/tax parcels with three or fewer residential rental units is fifteen (\$15) dollars per year; properties/tax parcels with fewer than twenty (20) but more than three (3) residential rental units costs twenty-five (\$25) dollars per year and; properties/tax parcels with twenty (20) or more residential rental units costs fifty (\$50) dollars per year to register.

The following are some examples:

1 Single Family Dwelling - \$15
1 Duplex - \$15
1 Triplex - \$15
100 Unit Apartment Complex – \$50
2 Single Family Dwellings on different parcels - \$15 + \$15
2 Duplexes on 2 different parcels - \$15 + \$15

**Section VI: Listing of All Rental Property** List all rental properties. List the number of units in each building in the associated field. If you own a single family dwelling, the number of units should be 1. If you own anything other than a single family dwelling (townhome, duplex, apartment(s), etc...), list the total number of units beside multi family dwelling. Fill out a separate block for every parcel. The registration fee for properties/tax parcels with three or fewer residential rental units is fifteen (\$15) dollars per year; properties/tax parcels with fewer than twenty (20) but more than three (3) residential rental units costs twenty-five (\$25) dollars per year and; properties/tax parcels with twenty (20) or more residential rental units costs fifty (\$50) dollars per year to register.

<b>Address:</b> <u>example: 219 Fayetteville St (15 units)</u>	<b>Number of units</b>	<b>Costs</b>
	Single Family Dwelling _____	_____
	Multi Family Dwelling <u>15</u>	<u>\$25.00</u>
	Total	<u>\$25.00</u>

<b>Address:</b> _____	<b>Number of units</b>	<b>Costs</b>
	Single Family Dwelling _____	_____
	Multi Family Dwelling _____	_____
	Total	_____

<b>Address:</b> _____	<b>Number of units</b>	<b>Costs</b>
	Single Family Dwelling _____	_____
	Multi Family Dwelling _____	_____
	Total	_____

<b>Address:</b> _____	<b>Number of units</b>	<b>Costs</b>
	Single Family Dwelling _____	_____
	Multi Family Dwelling _____	_____
	Total	_____

<b>Address:</b> _____	<b>Number of units</b>	<b>Costs</b>
	Single Family Dwelling _____	_____
	Multi Family Dwelling _____	_____
	Total	_____

<b>Address:</b> _____	<b>Number of units</b>	<b>Costs</b>
	Single Family Dwelling _____	_____
	Multi Family Dwelling _____	_____
	Total	_____

<b>Address:</b> _____	<b>Number of units</b>	<b>Costs</b>
	Single Family Dwelling _____	_____
	Multi Family Dwelling _____	_____
	Total	_____

<b>Address:</b> _____	<b>Number of units</b>	<b>Costs</b>
	Single Family Dwelling _____	_____
	Multi Family Dwelling _____	_____
	Total	_____

<b>Address:</b> _____	<b>Number of units</b>	<b>Costs</b>
	Single Family Dwelling _____	_____
	Multi Family Dwelling _____	_____
	Total	_____

**Section VII: Oath/Certification/Payment** Every application shall be made under oath and shall contain the information required to identify the owner of the dwelling(s) to be registered, contact information including a street address and telephone numbers, and identification and contact information for any manager or other alternate contact person for the dwelling(s). By signing and mailing this Rental Registration Form you as the owner are certifying that the information provided in this registry is true and accurate to your best knowledge.

**Applicant's Signature** \_\_\_\_\_

**Date:** \_\_\_\_\_

---

Registration Fee: \_\_\_\_\_

Application Fee:     \$30.00    

Total Amount Due: \_\_\_\_\_

Check No: \_\_\_\_\_

Amount of Check: \_\_\_\_\_

Please make check payable to **City of Raleigh** and mail along with completed registration form to:

**City of Raleigh  
Revenue Services – 04  
P.O. Box 590  
Raleigh, NC 27602-0590**

Revised 8/22/14

<b>VALIDATION</b> (For Office Use Only)