

CITY OF WINDY HILLS  
**RENTAL PROPERTY REGISTRY FORM**

**2019**

This certificate must be renewed by January 1st of each year or when the property changes ownership. It must be updated with each rental prior to occupancy. A \$150.00 fee must be paid to the City of Windy Hills with the annual registration for one property and \$75.00 for each additional rental property. New property rentals must be registered within 30 days of first rental.

**FORM MUST BE COMPLETELY FILLED IN**  
**(Incomplete or Illegible Applications will NOT be accepted)**

DATE: \_\_\_\_\_

1. OWNER: \_\_\_\_\_

CONTACT ADDRESS: \_\_\_\_\_

**(P.O. Box not acceptable)**

CITY: \_\_\_\_\_

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

TELEPHONE: (\_\_\_\_) \_\_\_\_\_

2. AGENT/RESPONSIBLE/PARTY \_\_\_\_\_

CONTACT ADDRESS: \_\_\_\_\_

**(P.O. Box not acceptable)**

CITY: \_\_\_\_\_

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

TELEPHONE: (\_\_\_\_) \_\_\_\_\_

3. RENTAL ADDRESS: \_\_\_\_\_

4. OCCUPANT(S) NAME: \_\_\_\_\_ **(Optional)**

(as of January 1, 2019 - Use a separate sheet or back of page if more than one tenant)

OCCUPANT(S) PHONE: (\_\_\_\_) \_\_\_\_\_ **(Optional)**

\*\*\* **MANDATORY** - NUMBER OF ADULTS: \_\_\_\_\_ NUMBER OF CHILDREN \_\_\_\_\_  
NUMBER OF FAMILIES \_\_\_\_\_ LIVING AT THIS PROPERTY ADDRESS

THE CITY OF WINDY HILLS ORDINANCES AND OTHER INFORMATION PERTAINING TO CITY SERVICES CAN BE FOUND AT: [www.cityofwindyhills.com](http://www.cityofwindyhills.com)

**IF ANY TAXES OR PAST REGISTRATION FEES ARE DUE, A VALID CERTIFICATE WILL BE DENIED.**

MAIL COMPLETED FORM WITH A CHECK TO CITY CLERK: **CITY OF WINDY HILLS, 4350 BROWNSBORO ROAD, SUITE 110; LOUISVILLE, KY 40207**

**For Office Use Only**

Date Application Received: \_\_\_\_\_ Registration Fee: \_\_\_\_\_