

**CITY OF WINDY HILLS**  
**2024 RENTAL PROPERTY REGISTRATION FORM**

Type of Rental:    Short term (Less than 30 days)       Long term (Greater than 30 days)

This certificate must be renewed by January 1st of each year or when the property changes ownership. All properties must undergo an external inspection prior to rental. <sup>1</sup> A check (payable to The City of Windy Hills) for \$150 for the first property and \$75 for each additional property must accompany the annual registration. New property rentals must be registered within 30 days of first rental. If any taxes or past registration fees are due a certificate will be denied.

**FORM MUST BE COMPLETELY FILLED IN**  
**(Incomplete or Illegible Applications will be returned)**

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

Property Owner: \_\_\_\_\_

Property Owner Address: \_\_\_\_\_

(P.O. Box not acceptable)

City/State/Zip Code: \_\_\_\_\_

Telephone: (\_\_\_\_) \_\_\_\_\_      Email: \_\_\_\_\_

**AGENT/RESPONSIBLE PARTY <sup>2</sup> (if not owner)**

Responsible Party: \_\_\_\_\_

Responsible Party Address: \_\_\_\_\_

(P.O. Box not acceptable)

City/State/Zip Code: \_\_\_\_\_

Telephone: (\_\_\_\_) \_\_\_\_\_      Email: \_\_\_\_\_

**RENTAL PROPERTY**

Address: \_\_\_\_\_

Number of Rental Occupants: \_\_\_\_\_ Adults    \_\_\_\_\_ Children (0-18 years)    \_\_\_\_\_ Families

Occupant Name (Optional): \_\_\_\_\_

**PERMISSION FOR INSPECTION**

\_\_\_\_\_ I hereby give permission to the Windy Hills Code Enforcement Officer to inspect the exterior of my rental property without my presence necessary.

\_\_\_\_\_ I DO NOT give permission to the Windy Hills Code Enforcement Officer to inspect the exterior of my rental property without my presence necessary. The Code Enforcement Officer should contact me to arrange a time for the inspection. Phone Number: \_\_\_\_\_

\_\_\_\_\_  
(Signature of Owner)

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

<sup>1</sup> City of Windy Hills Ordinances pertaining to Rental Properties can be found at [www.cityofwindyhills.com](http://www.cityofwindyhills.com)

<sup>2</sup> For each rental property there must be at least one responsible person who lives in the immediate areas and can be contacted in the event of an emergency