

Office Use Only:

Lot#

Ward

Application No.

NEW (Renewals should be submitted on a Renewal application)

License No.

EXPIRATION:

Customer No.

CITY OF PRAIRIE VILLAGE – NEW RENTAL/LEASING APPLICATION

Licensing Period is one year from last day of the month issued – Must be renewed annually

To avoid the return of your application, please provide ALL information* and sign

Owner of Record Name: *	Company Name: (as applicable)
Mailing Address: *	Email Address: *
City/State/Zip: *	Prairie Village Rental Street Address: *
Primary Phone: * type: cell <input type="checkbox"/> home <input type="checkbox"/> business <input type="checkbox"/>	
Alternate Phone: type: cell <input type="checkbox"/> home <input type="checkbox"/> business <input type="checkbox"/>	PV, KS Zip: Billing Contact Name (if different than Owner of Record Name):*

NON-JOHNSON COUNTY RESIDENT OWNERS ONLY*

Because I **DO NOT** reside in Johnson County, I hereby designate the below named individual as the **Local Resident Agent** who is responsible, if I cannot be located or fail to respond, for the payment of all fees and penalties provided in the Prairie Village Municipal Code for the property listed above.

Local Resident Agent _____ Phone _____
 Address _____ Email _____
 (P.O. Box not accepted)

STATEMENT

I declare under penalty of false statement that to the best of my knowledge and belief, the statements made on this application are correct and true. I agree to comply with all local, state and federal laws, which govern rental/leasing businesses. I have received and read a copy of the Prairie Village Municipal Code regarding rental/leasing businesses and agree to comply with all regulations.

Applicant Signature: * _____ **Date*** _____

PAYMENT

Return application & payment to: City of Prairie Village Attn: Rental Licensing 7700 Mission Rd Prairie Village KS 66208	If paying by check, make them out to: City of Prairie Village If paying by Credit Card: Do not submit card numbers via e-mail, for your security	Annual Fee: Single Family Home: \$ 77.00
---	--	---

Office Use Only:

Date Received Amt Pd: Chk/Cash/CC By Date Passed Codes Inspection License Issued Date/By

Note: A rental license will not be issued until an exterior inspection of the property has been conducted by a City of Prairie Village Codes Officer. If violations are identified, the license may be delayed until corrections are made. It is unlawful to rent a property without a rental license. Full payment is required to process an application. It is the owner's (or owner's local agent's) responsibility to renew the license annually and to notify the Prairie Village City Clerk's Office if the license should be inactivated due to sale or change of status.