



**CITY OF LUDLOW  
LONG-TERM RENTAL LICENSE APPLICATION**

P.O. Box 16188 • 51 Elm Street  
Ludlow, KY 41016  
Phone: (859) 491-1233  
Fax: (859) 491-2966  
Website: [www.ludlow.org](http://www.ludlow.org)

- A separate application must be completed for each parcel of rental property owned within the city. Additional applications are available at [www.ludlow.org](http://www.ludlow.org)
- The Rental Property License Application **must be completed and signed** and returned to the Ludlow Municipal Center along with the applicable fees (payable to City of Ludlow) by April 15<sup>th</sup>. Incomplete forms will not be accepted and returned to the applicant for completion.

SECTION 1: PROPERTY INFORMATION AND FEES			
Rental Property Address			
Number of Rental Units	Residential:	Commercial:	
SECTION 2: PROPERTY OWNER MAILING ADDRESS & GENERAL INFORMATION			
<i>Individual Owner</i> : Provide Name, Residence Address, Telephone Numbers, and Email Address in the Boxes Below			
Name			
Mailing Address			
City, State, Zip			
Telephone Number*		Is this a Cell Phone?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Emergency Number		Is this a Cell Phone?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Email Address			
* Phone numbers may be used by Code Enforcement to schedule rental inspections or for notification of an emergency.			
SECTION 3: REGISTERED AGENT IF OWNER IS A CORPORATION, INCORPORATED, PARTNERSHIP, LLC			
<i>Partnership</i> : Provide Full Legal Name of Ownership, Including Corporation, Incorporated, Partnership, LLC, Address, Telephone Numbers, and Email Address in the Boxes Below			
Name			
Mailing Address			
City, State, Zip			
Telephone Number		Is this a Cell Phone?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Emergency Number		Is this a Cell Phone?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Email Address			
* Phone numbers may be used by Code Enforcement to schedule rental inspections or for notification of an emergency.			

**\*\*\*PLEASE COMPLETE OTHER SIDE\*\*\***

**SECTION 4: APPLICATION AND RENTAL FEES (If property is vacant, skip to SECTION 5)**

**Any person applying for a Rental Property License within the City shall pay a non-refundable application fee of \$100.00 and an additional license fee of \$25.00 per unit, per building.**

**For example, a single family home is considered one rental unit and a total of \$125.00 would be owed. (\$100.00 application fee + \$25.00 rental unit fee = \$125.00 total due.)**

Application Fee	(Required for Each Parcel of Rental Property)	\$100
Number of Units	_____ X \$25.00 =	\$ _____
Total Amount Due:		\$ _____

**SECTION 5: VACANT UNITS (If applicable, please complete and sign in SECTION 6)**

The application fee will be waived if a property is vacant and is not advertised for rent. The City still requires the owner to submit a completed application by April 15<sup>th</sup>. The contact information will be kept on file in the event of an emergency on the premises.

Reason for Vacancy:	<input type="checkbox"/> Renovation/Restoration	<input type="checkbox"/> For Sale
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If the non-rental status changes during the year, an updated application and appropriate application and rental fees must be submitted to the City.

**SECTION 6: CERTIFICATION AND AUTHORIZATION STATEMENT**

Any person or business found to be in violation of any section of the rental license requirements as contained within *Ludlow Code of Ordinances, Chapter 110*, shall be deemed to have committed a civil offense and shall be fined not less than \$100 per day, per violation and not more than \$500 per day, per violation until said violations are abated. Each day that an individual or business is engaged in the renting, letting or leasing of real property without having first paid the license fee to the appropriate authority and having obtained the proper license therefor shall constitute a separate offense.

**I, THE UNDERSIGNED, HEREBY CERTIFY THAT I AM AUTHORIZED TO SIGN THIS RENTAL PROPERTY LICENSE APPLICATION FOR THE ABOVE PROPERTY AND THAT I AM IN COMPLIANCE WITH ALL RENTAL LICENSE REQUIREMENTS OUTLINED IN CITY OF LUDLOW CODE OF ORDINANCES, CHAPTER 110, AND THAT FAILURE TO COMPLY WITH ANY OF THESE REQUIREMENTS SHALL BE ADEQUATE GROUNDS FOR THE DENIAL, REFUSAL TO RENEW, REVOCATION, OR SUSPENSION OF MY RENTAL LICENSE.**

X \_\_\_\_\_  
Signature of Owner

\_\_\_\_\_  
Date