



City of Buchanan  
Rental Registration Form

Please print legibly and all portions must be completed for each unit being rented, incomplete forms will be returned.

**PROPERTY INFORMATION**

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

Property Code Number (tax ID): \_\_\_\_\_

Property Type (pick one)

☐ Single- Family Residence ☐ Apartment Complex ☐ Duplex/ Triplex ☐ Other

Number of Buildings: \_\_\_\_\_

Number of Dwelling Units: \_\_\_\_\_

Do you permanently reside in one of the dwelling units: ☐ YES ☐ NO

☐ Short Term Rental ☐ Long Term Rental

Unit Information (one unit per form)

Unit Number: \_\_\_\_\_

Total Number of Units in Building: \_\_\_\_\_

Number of Bedrooms in Unit: \_\_\_\_\_

Number of off Parking spaces for Unit: \_\_\_\_\_

Dimensions of each bedroom (example 11'6"x13'9")

Bedroom 1: \_\_\_\_\_

Bedroom 2: \_\_\_\_\_

Bedroom 3: \_\_\_\_\_

Bedroom 4: \_\_\_\_\_

Owner/Contact Information

Owner's Name: \_\_\_\_\_

Owner's Mailing Address: \_\_\_\_\_

Phone number: \_\_\_\_\_

Emergency Phone number: \_\_\_\_\_

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



## City of Buchanan

# Rental Registration Form

### General Information

The signer of this form does hereby state, warrant, certify and affirm the following:

1. The information supplied to the City of Buchanan on this document is true to the best of my knowledge
2. I understand and agree that all applicable fees must be paid and unit(s) pass inspection to continue renting this property
3. I consent to inspections of the dwelling unit by the City and will make the dwelling unit(s) available for inspection upon request.
4. I understand the fee schedule adopted by the Buchanan City Commission.
5. I understand that expired rental certificates of more than 61 days will result in the issuance of a civil citation if found to be operating and/or advertising without a valid certificate which may result in fines and /or possible revocation.
6. I hereby affirm that I have truthfully completed this application to the best of my knowledge; that I have read Chapter 14 Article IX of the City of Buchanan Code of Ordinances; and that I agree to operate this rental in accordance with all Federal, State and local laws, ordinances, Rules and regulations.

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Applicants Printed Name

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Applicant Title

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Applicant Signature

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Date

### CITY USE ONLY

Date received		App complete	
Zoning District		Fee Paid	
Received By		Inspected	
Approved By		Date	
Denied By		Date	



## City of Buchanan

### Rental Registration Form

If determined to be an allowed use, complete the application with all required documents and submit them to the City of Buchanan.

**Acceptance of Application:** City staff reviews the application and any supplemental information for completeness prior to formally accepting the application(s). All fees must be paid at this time:

**Long-term** \$35.00 per year/per unit

**Short-term** \$125.00 per year/per unit

**Short-term rental** means a dwelling unit providing transient accommodations for periods of less than one month, more than three (3) times per year.

**Rental Inspection Scheduled:** Property owner or designee will be contacted to schedule an inspection of the unit.

**Property Inspection:** City staff will meet the owner or representative on-site at the designated date and time. The interior and exterior of the building to be rented will be inspected per the adopted International Property Maintenance Code and the requirements of the Code of Ordinances of the City of Buchanan. At the completion of the inspection, city staff will notify the owner or representative if the property passes or fails the inspection.

**Correction Notice Issued:** If the property does not pass the inspection, the city shall provide the owner or representative with a written list of the specific violations that will need to be corrected prior to rental of the property, issuing of a Certificate of Occupancy, and issuance of a Rental Certificate of Compliance.

**Rental Compliance Certificate and Certificate of Occupancy issued:** Once all outstanding issues have been satisfactorily addressed, the city issues a Certificate of Occupancy, and a Rental Certificate of Compliance which is valid for one (1) year. If the property is sold or there are changes that occur, the application shall be updated within sixty (60) days of the closing or when the change occurred.