



**PLANNING AND COMMUNITY DEVELOPMENT DEPARTMENT**

210 Lottie Street, Bellingham, WA 98225

Telephone: (360) 778-8361 Fax: (360) 778-8302 TTY: (360) 778-8382

**RENTAL REGISTRATION & SAFETY INSPECTION PROGRAM:  
RENTAL PROPERTY REGISTRATION FORM**

All rental properties within Bellingham city limits are required to register. A separate registration form must be completed for each rental property. The registration fee is due at the time of form submittal.

For more information, visit [www.cob.org/rentals](http://www.cob.org/rentals)

**RENTAL PROPERTY INFORMATION**

Parcel ID Number*:	How many rental units are at this property ( <i>rental units are defined as units occupied or rented by a tenant or available for rent</i> )?
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Rental Property Name (*if applicable, e.g. Acme Apartments*):

Rental Property Address (*street, city, state, zip code*):

For properties with one to four units, please list unit numbers (*example: 1A, B, 301*):

Rental property type (*check one*):

Single Family/Duplex/Townhome	Condominium	Triplex/Fourplex
Apartment(s)	Other	

If other, please explain: \_\_\_\_\_

Who will likely conduct inspections for this property? (*check one*)

City of Bellingham	Private Inspector
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**PRIMARY CONTACT**

Who will be the primary contact for rental registration correspondence? (*check one*)

Applicant	Owner
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**APPLICANT INFORMATION** (*The Applicant is the person who is submitting this registration. This could be the owner, lessor, sublessor or representative, including but not limited to, an agent, resident manager, or designated property manager.*)

Applicant Name:	Applicant Business Name ( <i>if applicable</i> ):
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Applicant Mailing Address (*street, city, state, zip code*):

Applicant Phone ( <i>xxx-xxx-xxxx</i> ):	Applicant Email:
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\*The Parcel ID Number is the same as the Geographic ID used by the Whatcom County Assessor. It can also be found on your Property Tax statement.

**OWNER INFORMATION** (If the owner information is the same as the applicant information, feel free to leave this section blank)

Owner Name:

Owner Phone (xxx-xxx-xxxx):

Owner Mailing Address (street, city, state, zip code):

Owner Email:

Owner Alternate Phone (xxx-xxx-xxxx):

**DECLARATION OF COMPLIANCE**

Pursuant to BMC 6.15.040.J, I declare that I am the owner of the property described above or am the designated landlord of such property and that the following statements are true and correct to the best of my knowledge: 1) Each unit complies with the city's Rental Property Inspection Checklist; 2) there are no conditions presented in the rental units that endanger or impair the health or safety of a tenant; and 3) I will provide to tenants who occupy units on the subject rental property a copy of a valid rental registration license that is to be posted within the unit in a visible location.

Per BMC 6.15.060(A), a registration may be denied, suspended or revoked if the registration was procured by fraud or a false representation of fact.

\_\_\_\_\_ *signature*

\_\_\_\_\_ *date*

The Rental Property Inspection Checklist is available at [www.cob.org/rentals](http://www.cob.org/rentals) or at the Permit Center on the first floor of Bellingham City Hall.

Number of Units	Registration Fee
1 to 20	\$10 per unit
21 or more	\$8 per unit

Units \_\_\_\_\_  
X cost per unit \_\_\_\_\_  
= TOTAL \_\_\_\_\_

Once completed, this form and the registration fee must be returned (either by mail or hand-delivered) to the City of Bellingham for processing:

**Permit Center  
C/O RR&SIP  
210 Lottie St.  
Bellingham, WA 98225**

If returning by mail, please pay with CHECK OR MONEY ORDER ONLY. If hand-delivering, we can accept payment by cash, check, money order, or credit/debit card. **Please make checks out to: City of Bellingham.**

Questions? Please contact the program specialist at: [rentals@cob.org](mailto:rentals@cob.org) or (360) 778-8361

**OFFICE USE ONLY:** Total fee: \_\_\_\_\_ License #: \_\_\_\_\_ Date & time submitted: \_\_\_\_\_