



# Department of Community Development Rental Dwelling Registration Application

The City of Westminster complies with the Colorado Open Records Act (CORA). Public records include all writings made, maintained, or kept by the city, regardless of physical form or characteristic.

## Rental Dwelling Information

Dwelling Owners are required to register the following types of dwelling units, in the City of Westminster, if the units are made available for rent: Single Family \_\_\_\_\_ Duplex \_\_\_\_\_ Tri-plex \_\_\_\_\_ Townhome \_\_\_\_\_ Condominium \_\_\_\_\_

Rental Dwelling Address \_\_\_\_\_, Westminster, CO, Zip \_\_\_\_\_

Rental Dwelling Subdivision Name (if applicable) \_\_\_\_\_

Year Built: \_\_\_\_\_ # of Stories: \_\_\_\_\_

Basement: Y \_\_\_ N \_\_\_ Crawlspace: Y \_\_\_ N \_\_\_

Is there an HOA? Y \_\_\_ N \_\_\_ HOA Contact Person \_\_\_\_\_

HOA Contact Address \_\_\_\_\_ HOA Contact Phone ( ) \_\_\_\_\_

HOA Contact Email \_\_\_\_\_

Number of bedrooms: Studio \_\_\_\_\_ 1 Bdrm \_\_\_\_\_ 2 Bdrm \_\_\_\_\_ 3 Bdrm \_\_\_\_\_ 4 Bdrm \_\_\_\_\_

Type of Application: New  Renewal

Change in: Rental Dwelling Owner Information  Managing Agent, Operator, or Information

Change in # of Rental Dwellings: From \_\_\_\_\_ To \_\_\_\_\_ Reason for Change \_\_\_\_\_

## Rental Dwelling Owner(s) Information

For rental dwellings with multiple owners, please attach information requested below for EACH owner.

Rental Dwelling Owner Name \_\_\_\_\_

Physical Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Mailing Address (if different) \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone ( ) \_\_\_\_\_ Cell ( ) \_\_\_\_\_ Fax ( ) \_\_\_\_\_ \*E-mail \_\_\_\_\_

## Management Company/Agent/Operator Information (if other than Owner)\*

Management Company/Agent/Operator Name \_\_\_\_\_

Contact Person \_\_\_\_\_

Physical Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Mailing Address (if different) \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone ( ) \_\_\_\_\_ Cell ( ) \_\_\_\_\_ Fax ( ) \_\_\_\_\_ \*E-mail \_\_\_\_\_

**LOCAL AGENT (owner or manager resides/lives over 50 miles from dwelling)**

The City of Westminster requires all owners of residential rental dwellings to assign a Local Agent to receive legal service of process. Owners residing or operating a permanent place of business in Westminster, or within a fifty (50) mile radius of the rental property, may designate themselves. **Owners who do not reside or operate a permanent place of business in Westminster (or within a fifty (50) mile radius of the rental property) MUST designate a Local Agent who resides or operates a permanent place of business within a fifty (50) mile radius of the rental property.** A local agent may include but is not limited to a designated family member, friend, or tenant.

Owner designates the below named person as Local Agent.

Local Agent Name (Please Print) \_\_\_\_\_

Local Agent Physical Address \_\_\_\_\_ City \_\_\_\_\_ Zip Code \_\_\_\_\_

\*Email \_\_\_\_\_ Daytime Phone( ) \_\_\_\_\_ Cell Phone( ) \_\_\_\_\_

Owner designates self as Local Agent and resides or operates a permanent place of business within fifty (50) miles of the rental dwelling.

**Owner**

Name \_\_\_\_\_  
(print)

Title \_\_\_\_\_  
(print)

Signature \_\_\_\_\_

Date \_\_\_\_\_

**Manager/Local Agent/Operator**

Name \_\_\_\_\_  
(print)

Title \_\_\_\_\_  
(print)

Signature \_\_\_\_\_

Date \_\_\_\_\_

*\* Email is the primary method of correspondence used by Rental Properties.*

Please send completed forms to:

Rental Properties  
Department of Community Services  
4800 W 92<sup>nd</sup> Ave.  
Westminster, CO 80031

Email: [rentalhousing@westminsterco.gov](mailto:rentalhousing@westminsterco.gov)

Website:

<https://www.westminsterco.gov/Government/Departments/CommunityDevelopment/RentalPropertyInspection>