

# CITY OF FAIRWAY

## 2020/2021 RENTAL OCCUPATIONAL LICENSE AND RENTAL / NON-OWNER OCCUPIED DWELLING REGISTRATION DECLARATION FORM AND APPLICATION

RENTAL OR NON-OWNER OCCUPIED DWELLING ADDRESS: \_\_\_\_\_

**PROPERTY OWNER'S INFORMATION:** (P.O. Box Not Acceptable)

NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_ CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

TELEPHONE: (Day) \_\_\_\_\_ (Evening) \_\_\_\_\_

Note: If the owner is a partnership or corporation, include the name of the partnership or corporation, and the name and residence address of the managing partner or chief operating officer, who is actively involved in, and responsible for, the maintenance and management of said premises MUST be listed. (P.O. Box Not Acceptable)

**DESIGNATED JOHNSON COUNTY RESIDENT AGENT:** CITY CODE SEC. 7-104. APPLICATION FOR REGISTRATION IN CASES WHERE THE OWNER OF A DWELLING RESIDES OUTSIDE OF JOHNSON COUNTY, KANSAS; THE OWNER SHALL DESIGNATE AN AGENT/CONTACT PERSON WHO SHALL RESIDE IN JOHNSON COUNTY, KANSAS. (PO Box Not Acceptable)

NAME: \_\_\_\_\_ TITLE: \_\_\_\_\_

ADDRESS: \_\_\_\_\_ CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

TELEPHONE: (Day) \_\_\_\_\_ (Evening) \_\_\_\_\_

Receive all notices by email:  YES  NO

OWNER'S EMAIL: \_\_\_\_\_

DESIGNATED AGENT'S EMAIL: \_\_\_\_\_

I request/approve to receive all notices via the above provided email address. By checking yes I understand I will no longer receive paper copies via first class mail. All notices, inspection reports, and issued licenses will be sent via email.

**Note: Code violations that result in a court citation will be sent to the property owner by certified first class mail.**

**OCCUPANCY DECLARATION:** The property owner shall declare whether the property is occupied by the property owner that is on record with the County Clerk's office. The property owner must also declare if payment is being collected from the occupant that resides at the property.

**This is a non-owner occupied dwelling:**

If you the owner **do not** reside at the property, check YES.  YES

If you the owner reside at the property, check NO.  NO

**This is a Rental Property:**

If you the owner do not reside at the property and are collecting payment from the occupant, check YES.  YES

If you the owner do not reside at the property and receive no payment from the occupant, check NO.  NO

If you the owner reside at the property, check NO.  NO

Failure to return the completed declaration to the City shall subject the property owner to a penalty fee of one hundred dollars (\$100.00) to cover the additional administrative costs necessary to investigate whether or not the property is owner occupied. If you are declaring that the property is owner occupied please submit the complete declaration to the City of Fairway allowing us to update our records.

**Note: No more than three unrelated individuals may occupy any dwelling unit zoned R1-Single Family District**

**I CERTIFY THAT THE ABOVE INFORMATION IS CORRECT. I HAVE COMPLETED THE REQUESTED INFORMATION, READ AND UNDERSTAND THE ABOVE NOTE.**

APPLICANT SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

PLEASE PRINT NAME \_\_\_\_\_

(OVER - FEES LISTED ON BACKSIDE)

The inspector will need access to the backyard to complete the exterior inspection.

DOES THE TENANT HAVE A DOG?  YES  NO

INSPECTIONS – Scope of inspections is to verify that these dwelling satisfy the minimum standards established in the property maintenance code.

Property Maintenance (Basic Property Standards):

- >The structure must be maintained in a safe and sanitary manner and must provide all basic services such as electrical, heating, and plumbing services, adequate exits, floor space, ventilation, and light.
- >The structure must be weather and water tight, porches and stairs must be structurally sound, and structures must be kept painted to prevent deterioration. (This includes accessory structures.)
- >The property must be free of trash, brush piles, vermin, and other health hazards.
- >Inoperable or partly dismantled vehicles, parts, appliances, other large salvage items or large equipment cannot be stored outside.
- >No vehicle can be parked on an unimproved surface such as the lawn.
- >Grass and weeds shall not be allowed to grow higher than 10 inches in height.
- >Trees and shrubs shall be maintained and trimmed in a manner so as not to create or cause any hazard.
- >All properties must have the address posted with numbers that are at least 4 inches in height, which can be clearly seen from the street for emergency services.
- >Trash, recycling containers and yard waste may not be stored in view of the street. Containers and yard waste are allowed to be set out at the curb no earlier than 15 hours prior to the day of collection (4:00 p.m. the day before trash day). After collection day has occurred all containers are to be removed from the curb.

**REGISTRATION AND ADDITIONAL INSPECTION FEES (CITY CODE SEC. 7-108.)**

The original registration fee shall be due and payable at the time an application for a rental or non-owner occupied dwelling registration is made. Registrations are nontransferable and all fees are nonrefundable.

City Code Sec. 7-108

(b) Additional inspection fees... will be assessed for the second and each subsequent inspection of a dwelling unit in a calendar year which is necessary due to a determination that the dwelling unit does not meet the standards or requirements of the registration standards.

City Code Sec. 7-109 Inspections

(c) *Waiver of inspection...* If a property passes the annual inspection on the first inspection without a warning letter and a rental or non-owner occupied registration is issued, that property is eligible for a one (1) year waiver of inspection for the following licensing period. No property is eligible for a waiver of inspection for longer than one (1) year... The one (1) year waiver of inspection is forfeited if at any time the property is found to be in violation of the City's property maintenance code.

2020/2021 FEES DUE FOR PROPERTY ADDRESS: \_\_\_\_\_

RENTAL/NON-OWNER OCCUPIED DWELLING INSPECTION FEE:	\$ 30.00
RENTAL OCCUPATIONAL REGISTRATION FEE:	\$120.00
TOTAL ANNUAL FEES:	\$150.00
2018/2019 EARNED WAIVER OF INSPECTION:	- _____ (STAFF INITIALS: _____)
TOTAL DUE:	\$ <span style="border: 1px solid red; padding: 2px;"> </span>

When renewing the annual registration and first inspection fees are due **by June 15 of each year** and payable to: CITY OF FAIRWAY  
5240 BELINDER RD  
FAIRWAY, KS 66205

- Fairway Municipal Code is available online [www.fairwaykansas.org](http://www.fairwaykansas.org) – Chapter 7. Article IV. Rental Unit and Non-owner Occupied Dwellings
- All registrations expire on June 30 of each year.
- Any person failing to pay a registration fee, inspection fee or other cost of administration required within 30 days after becomes due shall pay a penalty of 10% of the amount for each 30 days' delinquency.

<b>FOR OFFICE USE ONLY:</b>	Date Pd _____	Rec# _____	Check # _____
	PROPERTY TAXES PAID <input type="checkbox"/> YES <input type="checkbox"/> NO		
	DATE ISSUED: _____		

**NOTIFY CITY HALL IMMEDIATELY OF ANY CHANGES TO YOUR APPLICATION, 913-262-0350 x5200.**

If you have any questions contact Assistant City Clerk Abbie Aldridge at 913-262-0350 x5200 or [aaldridge@fairwaykansas.org](mailto:aaldridge@fairwaykansas.org)