



CITY OF LANCASTER
APARTMENT/HOTEL/MOTEL LICENSE APPLICATION
 PLEASE PRINT CLEARLY



Apartment Complex (\$15.00 per unit)
 List number of Units _____

Hotel/Motel (\$50.00 per unit)
 List number of Units _____

Property Address: _____

Business Trade Name of Property: _____

Name of Ownership/Management Company: _____

Mailing Address: _____ **City:** _____ **State:** _____ **Zip:** _____

Owner/Officer/License Holder Name: _____ **Title:** _____

Phone No: _____ **Cell No:** _____ **Email address:** _____

Signature: _____ **Date:** _____

Owner/Officer of the company is the President, Vice President, CEO, or Corporate Secretary or other authorized agent. This person is responsible for compliance with the City of Lancaster's Multifamily Rental Property Regulations, Ordinance #2008-10-43.

Property Manager's Name: _____ **Manager's Emergency Cell No:** _____

Office Phone No: _____ **Office Email Address:** _____

Emergency Contact Phone No for Tenants: _____

Signature: _____ **Date:** _____

Property Manager is the person that oversees the operation and maintenance of the property. This person is responsible for compliance with the City of Lancaster's Multifamily Rental Property Regulations, Ordinance #2008-10-43.

Notarize both signatures on this form unless appearing in person. Provide copies of identifications (driver's license) when registering by mail or in person. If registering by mail you must include a self-addressed stamped envelope to return the receipt for payment. Registration is valid for a calendar year and expires on December 31. Any changes to the owner's agent, property management or property/resident manager must be submitted to the Building Official Within ten (10) days of any change. Note: A name change or change of ownership requires a new Certificate of Occupancy.

State of Texas

County of _____

Before me, a notary public, on this day personally appeared _____, known to me to be the person whose name is subscribed to the foregoing instrument and, being first duly sworn, declared to me that he executed the same for the purposes and consideration therein expressed. Given under my hand and seal of office this ____ day of _____, 20__.

(Personalized Seal)

 Notary Public's Signature

State of Texas

County of _____

Before me, a notary public, on this day personally appeared _____, known to me to be the person whose name is subscribed to the foregoing instrument and, being first duly sworn, declared to me that he executed the same for the purposes and consideration therein expressed. Given under my hand and seal of office this ____ day of _____, 20__.

(Personalized Seal)

 Notary Public's Signature