



Frank A. Mullens Jr.  
Mayor

# City of South Charleston

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South Charleston, WV 25303  
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[www.cityofsouthcharleston.com](http://www.cityofsouthcharleston.com)

## APPLICATION FOR RENTAL LICENSE

Residential Rental License = \$10.00 per roof

Commercial Rental License = \$15.00 per roof

Name of Business: \_\_\_\_\_ Name of Owner: \_\_\_\_\_

Business Type: ☐ Individual Owner ☐ Partnership ☐ Corporation ☐ Other \_\_\_\_\_

Physical Address: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_ E-mail Address: \_\_\_\_\_

### Ownership Structure (Partnerships/Corporations only)

Officer Title	Name	Physical Address	Phone Number

(If additional space is required, please use the back of this form.)

### On-Site Contact (Operator / Agent / Manager)

Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Physical Address: \_\_\_\_\_

Total Sq. Ft. of Entire Dwelling: \_\_\_\_\_ Total # of Units at Property (if applicable): \_\_\_\_\_

Current Status of Rental: ☐ Occupied ☐ Vacant ☐ Under Renovation ☐ Other \_\_\_\_\_

Dwelling Unit Information (if applicable)	# of Bedrooms	# of Occupants	Sq. Ft.	Heat Source	Rent Paid
Example: Apartment A	2	3	800		\$600.00

### Certification

I certify that the information provided is true and accurate, and I understand that the property may be subject to inspection to determine code compliance. I agree to comply with all applicable City Codes, including conditions imposed on the license.

\_\_\_\_\_  
Owner / Officer Signature

\_\_\_\_\_  
Date