



City of Ludlow

P.O. Box 16188 · 51 Elm Street · Ludlow, KY 41016

Phone (859) 491-1233 · Fax (859) 491-2966

www.ludlow.org

Rental Property License Application

(A separate application must be completed for each parcel of rental property owned within the city.)

The Rental Property License Application must be completed and returned to the Ludlow Municipal Building along with a \$100.00 application fee (payable to City of Ludlow) by **April 15th**.

1. Property Address: _____
2. Please indicate the **number** of residential and commercial rental units in the building:
Residential: _____ Commercial: _____
3. Owner(s) of Property: If an individual, give name, residence address, mailing address, and telephone number; if a partnership, give same as above for each partner. *(For additional persons, please add additional pages.)*

Owner:

Name: _____

Residence Address: _____

City: _____ State: _____ Zip: _____ Tax ID #(if applicable): _____

Mailing Address (if different from residence): _____

Home Telephone #: _____ Work Telephone #: _____

Emergency #: _____ Email Address: _____

4. If applicable, please list a duly authorized representative of the business who is responsible for operating and managing the property:

Name: _____ Title: _____

Address: _____ City: _____ State: _____ Zip: _____

Work Telephone #: _____ Emergency Telephone #: _____

5. Are there pets or other animals at the premises? _____
If so, please specify: _____
6. Is there is an alarm system on the property? If so, please give the name, address, and phone number of the alarm company: _____

7. Please list any other information about the premises that would be necessary/helpful to emergency personnel responding to a call there: _____

(Please complete other side.)

PLEASE NOTE AMENDMENTS TO THE FOLLOWING CITY CODES:

Please see the City of Ludlow website www.ludlow.org for copies of each City Code in its entirety.

CHAPTER 50: GARBAGE AND REFUSE

Chapter §50.04 requires that "owners and/or their tenants shall encapsulate and securely wrap in plastic any upholstered furniture, mattresses, pillows, cushions, box springs and similar items placed out for collection or otherwise placed in the public right of way". Violators shall be guilty of a misdemeanor and shall be fined not less than \$10.00, nor more than \$500.00 or imprisoned for not more than 30 days, or both, for each offense or violation.

CHAPTER 91: NUISANCES (especially §91:10 CRIMINAL ACTIVITY AS A PUBLIC NUISANCE)

If any of the nuisances outlined in the Chapter are not abated, the Code Enforcement Officer may revoke the certificate of occupancy of the premises or the occupational license of a business. Pursuant to the provisions or KRS 381.770(6) – (8), the city shall possess a lien against the property for all fines, penalties, charges, and fees imposed and for the reasonable value of labor and materials used to abate the public nuisance. Any person, firm, or corporation who violates any provision of this code shall be subject to a civil fine of not less than \$100 per day per violation but not more than \$500 per day per violation, or the cost to the city to abate the public nuisance, or both. Each date that a violation of this code continues after due notice has been served in accordance with the terms of this code shall be deemed a separate offense to a maximum of \$10,000 per citation.

CHAPTER 110: BUSINESS LICENSE FEE

Sections §110.01(3) and §110.02(E) have been **REMOVED**. There is **no longer a waiver** for: (1.) the rental of residential real estate when the renter (landlord) occupies the structure as their residence and is renting no more than one other unit in the same structure, and/or; (2.) a single family residence occupied by the license holder's immediate family.

For Vacant Units

Even if a property is currently vacant, the City still requires a completed application be submitted by April 15th. The contact information will be kept on file in the event of an emergency on the premises. If the property is currently vacant or for sale and not being advertised for rent; if so, please explain: _____

If the non-rental status changes during the year, an updated application and \$100.00 fee must be submitted to the City.

WARNING: Statements made in this application are subject to verification and false or intentionally misleading statements may be cause for denial of the license applied for, or if a license is granted, revocation thereof upon discovery.

Any person or business found to be in violation of any section of the rental license requirements as contained within Chapter 110, of the City of Ludlow, Code of Ordinances, for the City of Ludlow, Kenton County, Kentucky shall be deemed to have committed a civil offense and shall be fined not less than one hundred dollars (\$100.00) per day, per violation and not more than five hundred dollars (\$500.00) per day, per violation until said violation(s) are abated. Each day that an individual or business is engaged in the renting, letting or leasing of real property without having first paid the license fee to the appropriate authority and having obtained the proper license, therefore shall constitute a separate offense.

I, THE UNDERSIGNED, HEREBY CERTIFY THAT I AM AUTHORIZED TO SIGN THIS APPLICATION FOR RENTAL LICENSE FOR THE ABOVE OWNER(S), AND THAT I HAVE MADE FULL INQUIRY INTO THE INFORMATION GIVEN ABOVE AND TO THE BEST OF MY KNOWLEDGE, THE STATEMENTS CONTAINED ABOVE ARE TRUE AND CORRECT.

Signature Title Date

[OFFICE USE ONLY]

Issuance of a license is:

_____ Approved _____ Denied

License #: _____

Date Received: _____