



CITY OF MEDFORD RESIDENTIAL RENTAL REGISTRATION FORM

PROPERTY INFORMATION (Please fill out one form for each map/tax lot property.)				Property Type (check one)	
Property Address:				<input type="checkbox"/> Single Family Residence	
				<input type="checkbox"/> Duplex	
				<input type="checkbox"/> Triplex	
				<input type="checkbox"/> Four-plex	
				<input type="checkbox"/> Multiplex (5 or more)	
Map and Tax Lot Number:		Year Built:		# of Bedrooms:	
				<input type="checkbox"/> Mobile Home	
				<input type="checkbox"/> MH/RV Park Space	
				<input type="checkbox"/> Accessory Dwelling Unit	
				<input type="checkbox"/> Single Room/Studio	
For more than one unit at <i>this address</i>, please fill out the following for each unit (attach additional sheet if needed).					
Address/Unit Number		# of Bedrooms		Address/Unit Number	
LOCAL CONTACT INFORMATION (This information will be used as first contact for property listed above.)					
Name:				Phone:	
Address:				24-HR Emergency Phone:	
Property Mgmt Co.:					
OWNERSHIP INFORMATION **REQUIRED** (Attach additional sheet if needed.)				Type of Ownership (check one)	
Owner's Name(s)		Home Phone	Cell Phone	% of Ownership	
Owner's Mailing Address:				<input type="checkbox"/> Private Individual	
				<input type="checkbox"/> Trust	
				<input type="checkbox"/> Limited Liability Company	
				<input type="checkbox"/> Partnership	
				<input type="checkbox"/> Corporation	
				<input type="checkbox"/> Real Estate Investment Trust	
Emergency Contact Name		24-HR Emergency Phone		Business Phone	
I, the undersigned, hereby affirm that I am duly authorized to act on behalf of all the ownership interests in the above-described property; that all information is true and correct; that all information herein will be updated within seven(7) days of any change; that any and all notices, including but not limited to legal service of process or citation, shall be sufficient if actually received, or if mailed by first class U.S. Mail certified – return receipt requested to the local contact address above regardless of actual receipt; and that failure to comply with all Medford codes, rules and registration requirements is subject to citation.					
Signature of Property Owner or Business Entity's Contact				Print Name	
				Date	
DO NOT WRITE BELOW THIS LINE – FOR OFFICE USE ONLY					
B/L #		Exp Date		Amt Pd/Ck #	
				Rec By	

Instructions for Residential Rental Registration Form

The City of Medford has established a Residential Rental Registration program to help enhance the quality of life, and ensure the safety of its citizens. The purpose of this program is to educate property owners, landlords and tenants as to the responsibilities and the rights of each, to decrease the number of code violations, and to assist in developing and updating a city-wide database to identify housing inventories throughout the city. The program is also designed to assist the city's emergency services and public safety agencies in notifying property owners about any potentially hazardous situations and to prevent such situations from occurring in the future. It is the intent of the City of Medford in establishing this program to protect its citizens, establish and maintain a safe and clean environment in our community and to assist city and county planning commissions in determining future growth needs in our community.

- A residential rental registration form must be completed for each rental unit used as a home or residence; including but not limited to: a single family home, a room, an accessory dwelling unit, an apartment, or as otherwise defined under the Oregon Landlord Tenant Act, ORS Chapter 90. (Example: renting a room in your home)
- A residential rental registration form must be completed as of the date the property became a rental. Once completed and fees paid, the property owner will be issued a Residential Rental License.
- A Residential Rental License is not transferable and is issued to a specific person or firm. If the rental property is sold, a new rental license application and registration form must be submitted by the new owner within seven (7) days of the sale.
- The Residential Rental License must be renewed annually. A renewal notice will be sent 30 days before the annual renewal date.
- It is the Property Owner's, or their agent's, responsibility to notify the Finance Department regarding any changes in your mailing address. Notification of a change of address must be done in writing; however, e-mail notification will be accepted at finance@cityofmedford.org.
- Your map/tax lot number can be found on your property tax statement. You may also find it by going to the "Front Counter Application" at www.jacksoncounty.org or by contacting the County Assessor's Office.
- If you own more than one unit at the same property, the additional unit addresses must be provided as noted on the form or by attaching a separate page listing all required information.
- For percentage of ownership, if you are the sole owner, list 100%. If you are in a partnership for the property, please put down the percentage of ownership and list the name of the other property owner(s).
- A Residential Rental License will be issued in lieu of a business license.
- The fees for a Residential Rental License are as follows:
 1. \$0.00 base fee for landlords with 1 unit (annual registration still required)
 2. \$40.00 base fee plus \$1.00 per unit for landlords with more than 1 unit (for example, a landlord who registers 6 rental units, is to pay the \$40.00 base fee plus \$6.00, for a total of \$46.00)
- Failure to register or annually renew the Residential Rental License is a citable offense.

If you have any questions or require more information, please contact the **Finance Department** at 541-774-2030, Monday through Friday, 8:00 a.m. – 5:00 p.m.

Please complete the form and mail with appropriate fee to:

Finance Department
City of Medford
411 W. 8th Street
Medford, OR 97501