



PLEASE SUBMIT TO:  
 City of Bremerton  
 Tax & License Division  
 345 6th Street Ste. 100  
 Bremerton, WA 98337  
 Phone: (360) 473-5311  
 or (360) 473-5298

# LANDLORD LICENSE

## Application

### OFFICE USE ONLY

Fee Due: \$ \_\_\_\_\_ (\$75/yr.)

License# \_\_\_\_\_

Instructions are on the reverse side of this form.

### Required

### LEGAL OWNER INFORMATION

This information must match what is recorded on the property deed with the Kitsap County Auditor.

Owner's Name(s): \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

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

Physical Address (if different): \_\_\_\_\_

Will the property be managed by a third-party company?  No  Yes: Please place their information in the Emergency/Secondary Contact Field

### Optional

### AUTHORIZED EMERGENCY / SECONDARY POINT OF CONTACT

This must be a local contact who is not a legal owner.

Name: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

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

Relationship with Owner:  Family  Friend  Property Manager  Other: \_\_\_\_\_

This Agent has authorization to:  Receive mail on my behalf  Handle billing and licensing responsibilities such as payments, changes to account etc.

### Required

### RENTAL PROPERTIES

List all rental property addresses located within the City of Bremerton. Attach additional pages if needed.

Rental Property Street Address	PARCEL # (this is the Same as your Account # on Your County Tax Statement)	Rental Start Date	# of Units	Check One	
				Commercial	Residential
				<input type="checkbox"/>	<input type="checkbox"/>
				<input type="checkbox"/>	<input type="checkbox"/>
				<input type="checkbox"/>	<input type="checkbox"/>

### DECLARATION OF COMPLIANCE

The following certification applies only to landlords with Residential Property

By checking off each box and signing below, I declare that:

- All information provided above is true and correct.
- I have listed all my rental properties within the City of Bremerton above.
- Each dwelling unit on such property complies with the standards set forth in the State Landlord Tenant Act, Title 59, Section 59.18.060 and do not present conditions that endanger or impair the health or safety of the tenants.
- I have reviewed the Residential Rental Inspection Checklist available online & understand these are the areas that should be inspected to comply with the standards set forth in RCW 59.18.060. This form is not required to be returned with this application. \*I may request a copy be mailed to me.
- I understand that if my residential rental properties are found to be in non-compliance with the health and safety requirements outlined in RCW 59.18.060, that per Bremerton Municipal Code 5.06, code enforcement action may be taken.

### ALL APPLICATIONS MUST BE SIGNED

The undersigned hereby certifies that the information provided on this application is true and correct, to the best of his/her knowledge.

Print Full Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## Instructions for completing the Landlord License Application

Any person renting or leasing real property for gain, either commercial or residential, is required to obtain a general business license under BMC 5.02. Additionally, residential landlords are required to sign a declaration that their properties comply with the standards set forth in the Washington State Landlord Tenant Act (RCW 59.18.060) under BMC 5.06.

**Fee Due:** The license fee is currently \$75.00 per year but is prorated for new applicants to \$37.50 for landlords that apply after July 1st. License fees are non-refundable.

**Mailing Address for License and Renewals:** Our office will default the mailing address for licenses and renewals to that of the Legal Owner as recorded & matched to the County Tax & Parcel Record.

**Delinquency:** Annual renewals are due no later than January 31<sup>st</sup> of the current year. Any renewals received after the 31s are considered delinquent and a \$50.00 fee is applicable.

**Legal Owner: (Required for Commercial and/or Residential landlords)** For the purpose of this license, "property owner" means the person(s) in whom is vested all or any part of the legal title to the rental property, of all or part of the beneficial ownership and right to present use and enjoyment of the property. Provide the property owner's name, phone number, mailing address, and email address in the space provided. Email is the preferred method of contact used by BPD for the Landlord Notification Program.

**Property Manager: (Optional)** If the property will be managed by a property management company, you may submit a copy of the management agreement. You may also choose to have the company receive mail on your behalf and manage licensing responsibilities.

**Secondary Point of Contact: (Optional)** In the space provided, fill in the name and contact information of a local emergency or secondary contact who is *not* a legal owner. This individual may be contacted in the event of an emergency or urgent matter related to the property.

**Rental Properties: (Required for Commercial and/or Residential landlords)** In the space provided, list the address and number of units per address for all of your rental properties within the City limits of Bremerton. For each address check the appropriate box for property type, residential or commercial. If you need more space, attach additional pages.

**Signature: (Required for Commercial and/or Residential landlords)** All applications must be signed and dated by the property owner or an authorized signer certifying that the information provided is true and correct, to the best of his/her knowledge. Additionally, Residential landlords are required to sign a declaration that each dwelling on all rental properties located in the City of Bremerton are following the standards set forth in the Washington State Landlord Tenant Act (RCW 59.18.060) under BMC 5.06.

**Request to Close License: (Required for Commercial and/or Residential landlords)** Requests to close a Landlord License must be submitted in writing or online through the Customer Portal.

Licenses may only be closed by the legal property owner, and only under the following conditions:

- The rental property has been sold, or
- The property is no longer being used as a rental.

All changes or cancellation requests are subject to verification.

**Submit to:** Return completed applications along with payment for the license fee to:

City of Bremerton, Tax and License Division, 345 6th Street Ste. 100, Bremerton, WA 98337.

OR

Online at <https://landlords.bremertonwa.gov/#/home>

*If you have any questions, contact the Tax and License Division  
at (360) 473-5311 or by email at [taxinfo@ci.bremerton.wa.us](mailto:taxinfo@ci.bremerton.wa.us)*