



CITY OF NEWPORT  
Department of Finance  
License Division

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RENEWAL OF RENTAL DWELLING LICENSE  
LICENSE PERIOD JAN. 1st THROUGH DEC 31st

LICENSE PERIOD Jan. 1 thru Dec. 31, 2021

DUE ON OR BEFORE Oct. 31st, 2020

2021

C N 1 7

SECTION I - DWELLING UNITS

LIST ONLY ONE PROPERTY ADDRESS AND EACH RENTAL DWELLING UNIT WITHIN IT.  
A SEPARATE FORM MUST BE COMPLETED FOR EACH INDIVIDUAL PROPERTY.

PROPERTY ADDRESS

NO. OF RENTALS

SECTION II - FEES

- 1. \$50.00 APPLICATION FEE PER BUILDING (RENTAL DWELLING) \$ 50.00
- 2. \$75.00 RENTAL FEE PER RENTAL DWELLING UNIT \$            (See Back of Form)
- 3. ADD PENALTY OF \$20 IF PAYMENT IS MADE AFTER OCTOBER 31st...  
FOR EACH RENTAL DWELLING UNIT LISTED ABOVE \$            (See Back of Form)
- 4. TOTAL REMITTANCE..... (Maximum fee is \$8,200.00) ..... \$            (See Back of Form)

SECTION III - MANAGEMENT OF THE PREMISES

LIST DULY AUTHORIZED REPRESENTATIVE WHO IS RESPONSIBLE FOR OPERATING AND MANAGING THE PROPERTY IN THE CITY.

IF THE MANAGEMENT DUTIES ARE PERFORMED BY THE OWNER, FILL OUT THE SECTION COMPLETELY AND DO NOT NOTARIZE.

NAME \_\_\_\_\_ TITLE \_\_\_\_\_ EMAIL \_\_\_\_\_

RESIDENCE ADDRESS \_\_\_\_\_

TELEPHONE \_\_\_\_\_ EMERGENCY \_\_\_\_\_

SIGNED X \_\_\_\_\_

SWORN AND SUBSCRIBED TO ME THIS \_\_\_\_\_ DAY OF \_\_\_\_\_ 20 \_\_\_\_\_

SIGNED X \_\_\_\_\_ NOTARY PUBLIC - STATE OF \_\_\_\_\_ MY COMMISSION EXPIRES \_\_\_\_ / \_\_\_\_ / \_\_\_\_

MAKE PAYABLE: CITY OF NEWPORT \* DEPT. OF FINANCE \* PO BOX 1090, NEWPORT, KY 41071-0900

IF YOU HAVE QUESTIONS OR CONCERNS, PLEASE EMAIL [LICENSEQUESTIONS@NEWPORTKY.GOV](mailto:LICENSEQUESTIONS@NEWPORTKY.GOV)

P:859-292-3660

F:859-655-6352

SECTION IV - LICENSE APPROVAL

THE LICENSE IS ISSUED FOR THE PERIOD OF 1/1/2021 THRU 12/31/2021 ONLY.

\_\_\_\_\_  
LICENSE ADMINISTRATOR

COMMENTS: \_\_\_\_\_

rev. 9/20 mailer

## How to calculate your Rental Dwelling License renewal fee:

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If the property has:

<u>No. Units</u>	<u>App Fee</u>	<u>Unit Fee</u>	<u>If paid by Oct. 31st</u>	<u>If paid after Oct. 31st</u>
1	\$ 50.00	\$ 75.00	\$ 125.00	\$ 145.00
2	\$ 50.00	\$ 150.00	\$ 200.00	\$ 240.00
3	\$ 50.00	\$ 225.00	\$ 275.00	\$ 335.00
4	\$ 50.00	\$ 300.00	\$ 350.00	\$ 430.00
5	\$ 50.00	\$ 375.00	\$ 425.00	\$ 525.00
6	\$ 50.00	\$ 450.00	\$ 500.00	\$ 620.00
7	\$ 50.00	\$ 525.00	\$ 575.00	\$ 715.00
8	\$ 50.00	\$ 600.00	\$ 650.00	\$ 810.00
9	\$ 50.00	\$ 675.00	\$ 725.00	\$ 905.00
10	\$ 50.00	\$ 750.00	\$ 800.00	\$ 1,000.00
11	\$ 50.00	\$ 825.00	\$ 875.00	\$ 1,095.00
12	\$ 50.00	\$ 900.00	\$ 950.00	\$ 1,190.00
13	\$ 50.00	\$ 975.00	\$ 1,025.00	\$ 1,285.00
14	\$ 50.00	\$ 1,050.00	\$ 1,100.00	\$ 1,380.00
15	\$ 50.00	\$ 1,125.00	\$ 1,175.00	\$ 1,475.00

If you have more than 15 units, please calculate accordingly or send an email to [LicenseQuestions@NewportKy.Gov](mailto:LicenseQuestions@NewportKy.Gov) for assistance.

### Office Use:

Unpaid Property Taxes \_\_\_\_\_

Unpaid Liens/Fines \_\_\_\_\_

Unpaid Rental Dwelling Fees \_\_\_\_\_