



Rental Registration Program Fact Sheet

Per City of Leavenworth, Kansas Code of Ordinances,
Sec. 10-568 through 10-572

What are the requirements of the Rental Registration program?

Rental Registration requirements apply to all rental dwellings, including rented single-family and multi-family dwellings and rented dwelling units in owner-occupied dwellings.

1. A one-time (1) registration shall be filed per owner of all property in which rental dwellings exist providing all property is titled under the same name; and
2. If the owner of the property in which rental dwellings exist is titled under different names, each property titled differently will be required to submit additional registrations.

When and where do I register my property?

Rental Registration Program Applications and registration fees of \$20.00 (per property titled under the same name) can be submitted to the City Clerk's Office, City Hall, 100 N. 5th Street, Leavenworth, KS 66048. All rental dwellings apply (see exceptions).

The City Clerk's Office will receipt your payment and forward the application to the Rental Property Coordinator to register the rental property addresses you listed.

What types of properties are exempt from registering for this program?

Facilities that do not apply for rental registration:

1. Hotels & motels
2. Bed and Breakfast facilities licensed by the State of Kansas
3. Convents
4. Monasteries, parish houses or rectories
5. Mosques, temples, churches, and synagogues
6. Hospitals, licensed nursing or assisted living facilities subject to inspection by government agencies
7. Jails
8. Residential dwelling units owned and operated by any housing authority

What if the property owner does not live in Leavenworth or the surrounding area?

In cases where the owner of a rental dwelling resides more than 40 miles outside of the City of Leavenworth, Kansas, the owner shall designate a resident agent who resides within a 40-mile radius of the corporate limits of the City of Leavenworth, Kansas. That registered agent's name, street and mailing address, and telephone number must be included on the application. The registered agent shall be jointly responsible with the owner for:

- i. The upkeep and maintenance of the premises;
- ii. Compliance with this Article and all other Codes regulating the premises; and
- iii. Acceptance of service of process and of all notices under this Article.

What if the property changes ownership or there are changes with the registration?

Every owner of a residential rental property shall notify the City in writing of any changes of information contained in the last registration filed within thirty (30) days of the changed information.

For additional information, please contact the Rental Property Coordinator at (913) 364-5840. Applications and program information is available at the City's website, leavenworthks.org.