



LOCAL AGENT FOR LICENSED PROPERTIES

(Please print legibly or type)

Date: ___/___/___

Duties of the agent may include:

- Receipt of annual renewal notices & fee payment
- Receipt of notice for inspection letters
- Required presence at inspections
- Receipt of any follow up violation letters, resulting from initial inspection
- Attendance at administrative hearings if necessary
- Responsibility for any fines assessed resulting from any property maintenance issues

Property Information

Address of Property: _____

Name of Legal Property Owner(s)*:

Agent Name: _____

Address: _____
(P.O. Box Not Acceptable)

E-Mail: _____ Work#: _____ Cell#: _____

I/We _____ authorize my/our agent _____ to act on my/our behalf as my/our registered agent, and assume all of the duties listed above. However, I/we understand that as the legal owner(s) of this property I/we will be responsible for the actions/and or inactions of the agent listed above.

I, the undersigned, hereby certify that:

1. The information submitted in this application is an accurate representation of the facts on the date of the application;

Owner: _____
Signature(s)

Date: ___/___/___

Agent: _____
Signature(s)

Date: ___/___/___