



# LANDLORD REGISTRATION FORM

Department of Codes & Building Safety  
Metro Office Building  
800 Second Avenue South - 3rd Floor  
P O Box 196350  
Nashville, Tennessee 37210  
(615) 862-6590

**RENTAL PROPERTY ADDRESS: \*** \_\_\_\_\_

**TYPE RENTAL UNIT:**  Single Family Dwelling  Duplex  Tri-Plex  Quad Plex  Rental Condo  
 Other(See note below)

**OWNER INFORMATION: (must be physical address - not P O Box)**

NAME: \_\_\_\_\_ PHONE NUMBER: \_\_\_\_\_

HOME ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_

E-MAIL ADDRESS: \_\_\_\_\_

**Co-OWNER INFORMATION:** (If Applicable)

NAME: \_\_\_\_\_ PHONE NUMBER: \_\_\_\_\_

HOME ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_

E-MAIL: \_\_\_\_\_

**PROPERTY MANAGER INFORMATION:** (If Applicable)

COMPANY NAME: \_\_\_\_\_

CONTACT NAME/REGISTERED AGENT: \_\_\_\_\_

BUSINESS ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_

PHONE NUMBER: \_\_\_\_\_ FAX NUMBER: \_\_\_\_\_

E-MAIL ADDRESS: \_\_\_\_\_

The person signing this form acknowledges that this property is a residential rental unit. This information is required by this ordinance and said owner(s)/agent(s) are responsible for registration of their properties within the time frames designated unless prior arrangements are made through this office. The Property Standards office should be notified by letter should this property change from rental to owner occupied or change from owner occupied to rental use, or when the property changes ownership or the property management arrangement changes. Failure to comply with this regulation could result in fines of \$50.00 per week for each dwelling unit in the jurisdiction. **NOTE:** The registration fee of \$10.00 is to be paid for registration of all units owned. Owners of multiple units within Davidson county are only required to pay a single fee of \$10.00 for all units owned. \* Additional property addresses can be listed on the back of this form.

**Signature of Person Completing Form** \_\_\_\_\_

**Date** \_\_\_\_\_

**Owner / Agent** (circle one)

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Owners with more than ten residential rental properties in Davidson County should copy this side of the registration form to list additional properties