

License Period Change for 2018 per Ordinance 0-2018-001

The City of Newport is changing the due date and license period for the Residential Rental Dwelling License. The renewal form CN-17 you have received is for a **6 month license only** to cover the one time transitional period. This has to occur in order to change the license period from fiscal (July 1st thru June 30th) to calendar (January 1st thru December 31st).

Last Year (2017): Renewals were due no later than April 30th, 2017 for the license period of July 1st, 2017 thru June 30th, 2018. (12 Month License)

Fee(s): \$45.00 per Bldg. + \$35.00 per Unit

[Example: A single-family rental costs \$80.00]

Current Year (2018): Renewals will be due no later than April 30th, 2018 for the license period of July 1st, 2018 thru December 31st, 2018. (6 Month License)

Fee(s): \$22.50 per Bldg. + \$17.50 per Unit (Note: The fees are prorated to 50 %.)

[Example: A single-family rental costs \$40.00]

Next Year (2019): Renewals will be due no later than October 31st, 2018 for the license period of January 1st, 2019 thru December 31st, 2019. (12 Month License)

Fee(s): \$45.00 per Bldg. + \$35.00 per Unit

[Example: A single-family rental costs \$80.00]

Please contact me if you have any questions at
LicenseQuestions@NewportKY.Gov



CITY OF NEWPORT
DEPARTMENT OF FINANCE & ADMINISTRATION
LICENSE DIVISION
 (859) 292-3660
www.newportky.gov

I HEREBY CERTIFY THAT THE INFORMATION AND STATEMENTS CONTAINED ARE TRUE AND CORRECT.

SIGNED _____
 TITLE _____ DATE _____

RENEWAL OF RENTAL DWELLING LICENSE
LICENSE PERIOD JULY 1ST THROUGH DEC 31ST

LICENSE PERIOD July 1 thru Dec. 31, 2018
 DUE ON OR BEFORE April 30th, 2018

NAME _____
 ADDRESS _____

2018

C N 1 7

IMPORTANT: PAYMENT MUST BE MADE ON OR BEFORE APRIL 30.
 LICENSE FEE WILL INCREASE PER UNIT BY \$20 IF PAYMENT IS MADE AFTER APRIL 30TH.

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 FLOORS	NO. OF UNITS
_____	_____	1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> _____
(NUMBER AND STREET NAME)	(I.E. 1,2, 3, 4)	(SELECT ONE OR WRITE IN SPACE PROVIDED)

SECTION II - FEES

1. \$22.50 APPLICATON FEE PER BUILDING (RENTAL DWELLING) \$ 22.50
2. \$17.50 RENTAL FEE PER RENTAL DWELLING UNIT \$ _____ (See Back of Form)
3. ADD PENALTY OF \$20 IF PAYMENT IS MADE AFTER APRIL 30... \$ _____ (After April 30th)
 FOR EACH RENTAL DWELLING UNIT LISTED ABOVE
4. TOTAL REMITTANCE..... (Maximum fee is \$2,500.00 for 6 Mths.)..... \$ _____ (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 THIS DUTY IS PERFORMED BY OWNER, CHECK THE BOX: AND DO NOT NOTARIZE.

NAME _____ TITLE _____ EMAIL _____
 RESIDENCE ADDRESS _____
 TELEPHONE _____ EMERGENCY _____

SIGNED _____

SWORN AND SUBSCRIBED TO ME THIS _____ DAY OF _____ 20 _____

SIGNED _____ 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

SECTION IV - LICENSE APPROVAL

ISSUANCE OF THE LICENSE IS FOR THE PERIOD OF 7/1/2018 THRU 12/31/2018 ONLY.
 (THIS LICENSE IS GOOD FOR 6 MONTHS ONLY DUE TO THE CHANGE IN THE EXPIRATION DATE.)

 LICENSE ADMINISTRATOR

COMMENTS: _____

How to calculate your Rental Dwelling License renewal fee:

6 Month Conversion Chart: License Period is changing from Fiscal to Calendar

If the property has:

No. Unit	App Fee (Line 1)	+	Unit Fee (Line 2)	=	Total Due (Line 4)
1	\$22.50	+	\$17.50	=	\$40.00
2	\$22.50		\$35.00		\$57.50
3	\$22.50		\$52.50		\$75.00
4	\$22.50		\$70.00		\$92.50
5	\$22.50		\$87.50		\$110.00
6	\$22.50		\$105.00		\$127.50
7	\$22.50		\$122.50		\$145.00
8	\$22.50		\$140.00		\$162.50
9	\$22.50		\$157.50		\$180.00
10	\$22.50		\$175.00		\$197.50
11	\$22.50		\$192.50		\$215.00
12	\$22.50		\$210.00		\$232.50
13	\$22.50		\$227.50		\$250.00
14	\$22.50		\$245.00		\$267.50
15	\$22.50		\$262.50		\$285.00

If you have more than 15 units, please calculate accordingly.

Office Use:

Unpaid Property Taxes Unpaid Liens or Fines Unpaid Rental Dwelling Fees