

Village of North Bay Landlord Registration Form



Per Section 11.02 of the Village of North Bay Municipal Code, “It shall be unlawful for any individual, partnership, corporation or other for-profit entity to rent residential units within the Village of North Bay without being registered for that purpose...” Further “A premises shall be considered rented if any funds are paid by a resident to another party for the right to reside at the property.”

To register, submit one completed registration form and one \$10 fee per rental property. Registration is valid for two years. To renew your registration, complete and submit a new form and fee on or before the expiration date. Please notify the Village Clerk within 15 days of changes to the Owner and/or, if applicable, Primary Contact information or if the rental property is sold.

REGISTRATION TYPE (Check one)		Bi-Annual Registration Fee
<input type="checkbox"/>	Initial Registration	\$10 <i>Payable to: The Village of North Bay</i>
<input type="checkbox"/>	Renewal Registration	
<input type="checkbox"/>	Contact Information update (due within 15 days of change)	

RENTAL PROPERTY INFORMATION & OWNER INFORMATION	
Rental Property Address:	
Owner's Last Name:	First Name:
Mailing Address <i>(include city, state, zip)</i>	
Primary Phone: ()	Alternate Phone: ()
Primary Email:	
Alternate Email:	

PRIMARY CONTACT <i>(IF DIFFERENT THAN OWNER)</i>	
Last Name:	First Name:
Mailing Address: <i>(include city, state, zip)</i>	
Primary Phone: ()	Alternate Phone: ()
Primary Email:	
Alternate Email:	

OWNER SIGNATURE Under penalty of law, I swear that the information provided in this application is true and correct to the best of my knowledge and belief. I understand that I must notify the Village Clerk within 15 days of any changes to the Owner and/or, if applicable, Primary Contact information, or, if the rental property is sold.	
SIGNATURE:	DATE:

RECEIVED BY:	DATE:	EFFECTIVE DATE:	REGISTRATION EXPIRES:
PAYMENT TYPE:	AMOUNT \$		

RETURN THIS FORM TO:
 Village Hall ATTN: Village Clerk ♦ 3615 Hennepin Place ♦ Racine, WI 53402
 Email: vnbclerk@northbay-wi.us ♦ Phone: 262) 639-2334 ♦ Website: www.northbay-wi.us