



## City of Federal Heights Rental Housing Registration Form

Please complete the form below. Any pre-populated fields represent our current information for you and your property. For your convenience, a blank version of this form is available online for electronic submittal at [www.fedheights.org](http://www.fedheights.org) under the departments tab Rental Housing Inspection.

<b>Property Information:</b> <input type="checkbox"/> Please check this box if the property is no longer a rental and provide more details the field at the bottom of the page.		
Property Address:		
Year Built:	Total Number of Housing Units on the Property:	Is there a leasing office?

<b>Property Owner(s) Information:</b>	
Owner Name: (If the owner is a corporation please include legal registered agent information below)	Owner Phone Number:
Owner Street Address:	
Owner City and State:	Owner Zip Code:
Owner e-mail Address ( <i>required</i> ):	

*The City of Federal Heights requires all owners of residential rental properties to assign a Local Agent to receive legal service of process. Owners residing or operating a permanent place of business in Federal Heights, or within a 50-mile radius of the rental property, may designate themselves. Corporations and Owners residing further than 50 miles from the property must have a local agent who is a legal representative of the owner.*

<b>Local Agent Information:</b> <input type="checkbox"/> check if same as owner	
Agent Name:	Agent Phone Number:
Agent Street Address:	
Agent City and State:	Agent Zip Code:
Agent e-mail Address ( <i>required</i> ):	

## Owner Signature and Verification of Accuracy

*By signing below, I assert under penalty of perjury that the above information is true, correct, and complete and that to the best of my knowledge it contains no false or misleading information.*

\_\_\_\_\_  
*Owner or Agent Name (Print)*

\_\_\_\_\_  
*Signature*

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

*Please return completed form to the Rental Housing Inspection Department.*

<b>Physical Location</b> (drop off or mail)	<b>Electronic Submittal</b>
Rental Housing Inspector City of Federal Heights 2380 W. 90th Avenue Federal Heights, CO 80260	e-mail: <a href="mailto:rentalinspection@fedheights.org">rentalinspection@fedheights.org</a>