CITY OF PULLMAN
WASHINGTON
260 SE Kamiaken St., Pullman, WA 99163-2664

Police Department
Gary Jenkins, Chief of Police
Police Business (509) 334-0802
Police Fax (509) 332-0829
www.pullman-wa.gov/departments/police

RESIDENTIAL RENTAL PROPERTY BUSINESS REGISTRATION

Pullman City Code, Chapter 6.98

***You must complete a separate registration form for every Residential Rental Unit as identified by an assigned street address. Multi-Unit Apartment Complexes must be registered by assigned street address and shall identify each separate building within the complex.* (PCC 6.98.030)**

RENTAL UNIT ADDRESS: _____

Is this a Multi-Unit Apartment Complex? ☐ No ☐ Yes ***(Complete Multi-Unit Apartment Complex Addendum)***

Maximum Anticipated Number of Occupants of Rental Unit? _____

Registration fee due upon submission of this application ***(Pullman City Council Resolution R-91-08)***

☐ **Original Registration Fee = $20.00** ☐ **Annual Renewal Fee = $10.00**

Please provide complete and accurate information as requested below. For personal information sections, please provide full legal names (no nicknames). Date of birth is requested as voluntary data only to ensure accurate identification of similarly named individuals in the local law enforcement database. The City of Pullman is not responsible for any misidentification of persons resulting from incomplete data on this form.

PROPERTY OWNER INFORMATION:

Last Name:_____ First:_____ Middle:_____

Date of Birth:_____

Mailing Address:_____

City:_____ State:_____ Zip:_____

Phones Numbers: Home:_____ Cell:_____ Work:_____

DESIGNATION OF AUTHORIZED PROPERTY MANAGEMENT REPRESENTATIVE (A.P.M.R.):

Completion of this section authorizes Pullman Police Department to contact Owner's A.P.M.R. regarding this property, including for purposes of RCW 59.18.075 below.

A.P.M.R. Name:_____

Contact Person (if applicable):_____

Mailing Address:_____

City:_____ State:_____ Zip:_____

Phones Numbers: Home:_____ Cell:_____ Work:_____

IN THE EVENT THAT AN ARREST OR SEIZURE INVOLVING ONE OR MORE OF THE FOLLOWING VIOLATIONS OCCURS AT A RENTAL PROPERTY, THE PULLMAN POLICE DEPARTMENT IS REQUIRED TO NOTIFY THE OWNER OR A.P.M.R (RCW 59.18.075)

- Arrest of tenant using or threatening to use a firearm or other deadly weapon against another tenant.
- Other unlawful use by a tenant of a firearm or other deadly weapon on the rental premises.
- Physical assault of another person by a tenant on the rental premises.
- Seizure of a Legend Drug pursuant to a violation of Chapter 69.41 RCW.
- Seizure of a Controlled Substance pursuant to a violation of Chapter 69.50 RCW.
- Seizure of an Imitation Controlled Substance pursuant to a violation of Chapter 69.52 RCW.

EMERGENCY CONTACT INFORMATION:

In case of emergency, please designate alternate emergency contacts in case the **OWNER** or **A.P.M.R.** cannot be reached. List contacts in the order you want them to be contacted. ***NOTE: The A.P.M.R. will be primary contact if designated by owner above.***

Emergency Contact #1:

Last Name:_____ First:_____ Middle:_____

Date of Birth:_____

Address:_____

City:_____ State:_____ Zip:_____

Phones Number: Home:_____ Cell:_____ Work:_____

Emergency Contact #2:

Last Name:_____ First:_____ Middle:_____

Date of Birth:_____

Address:_____

City:_____ State:_____ Zip:_____

Phones Number: Home:_____ Cell:_____ Work:_____

Emergency Contact #3:

Last Name:_____ First:_____ Middle:_____

Date of Birth:_____

Address:_____

City:_____ State:_____ Zip:_____

Phones Number: Home:_____ Cell:_____ Work:_____

For accurate identification of similarly named persons in the local law enforcement database, please provide full legal name and date of birth. This information goes into a master name file in the database and is for records and identification purposes only. The City of Pullman is not responsible for any misidentification of individuals as a result of incomplete contact information provided by the OWNER or A.P.M.R.

MULTI-UNIT APARTMENT COMPLEX ADDENDUM

***Each Building in a Multi-Unit Apartment Complex must be identified by number or letter clearly posted on the exterior of each Building in letters or numbers at least four inches (4") high and in a color contrasting with the Building color*. (PCC 6.98.030(4)(f))**

Name of Apartment Complex:_____

Total Number of Buildings in Complex:_____

Total Number of Residential Buildings:_____

Maximum Anticipated Number of Occupants of Each Building:_____

Total Number of Apartments in Complex:_____

In the space provided below, please identify the address for each apartment unit in the complex, specifically referencing the assigned numbers and/or letters of each:

1) BUILDING in the Complex, and
2) APARTMENT UNIT in the Building

EXAMPLE: 123 N. Main St. / Building A / Units 1-12
123 N. Main St. / Building B / Units 13A, 13B, 13C, 13D, 14-20

Please attach additional pages as necessary. In lieu of a written description, you may attach a map, site plan, or drawing of the Apartment Complex clearly identifying each BUILDING and the APARTMENT numbers/letters located in each BUILDING.

Street Address *(EX: 123 N. Main St.)*	Building Identifier *(EX: Bldg. A)*	Unit Identifiers *(EX: Units 1-12)*	Original ($20.00)	Renewal ($10.00)
			☐	☐
			☐	☐
			☐	☐
			☐	☐
			☐	☐
			☐	☐
			☐	☐
			☐	☐
		TOTAL REGISTRATION FEES DUE:	$	

Make checks payable to: **City of Pullman**

Please send payment with completed form to:

Pullman Police Department
ATTN: Penni Reavis
260 SE Kamiaken St.
Pullman, WA 99163

SELECTED PROVISIONS OF PULLMAN'S RESIDENTIAL RENTAL UNIT REGISTRATION LAW:

"Authorized Property Management Representative" (APMR) means a Person identified in writing by an Owner as authorized to manage and supervise one or more Residential Rental Units owned by a Person. An Owner shall promptly notify the City in writing of any change in the Owner's Authorized Property Management Representative. For purposes of accepting registration applications and for enforcement of this chapter, the City shall rely on the most current written identification of an Authorized Property Management Representative in the City's files. **(PCC 6.98.020(1))**

"Multi-unit apartment complex" means a complex consisting of one or more apartment buildings. **(PCC 6.98.020(3))**

"Residential Rental Unit" shall mean any free-standing structure or part of a structure or multi-unit apartment complex for which the City has assigned a street address, which is used, in whole or in part, as a home, residence or sleeping place by one or more persons: and for which rent is charged by or on behalf of the Owner. For purposes of registering multi-unit apartment complexes, each free-standing building located within a multi-unit apartment complex shall constitute a separate Residential Rental Unit. **(PCC 6.98.020(6))**

Effective January 1, 2010, no person shall make available for rent, or rent, lease, or let, to the public any Residential Rental Unit as defined in Section 6.98.020 of this title without first registering the Residential Rental Unit with the Pullman Police Department as required by this title, unless exempted herein. An Owner of multiple Residential Rental Units shall separately register each Residential Rental Unit by its assigned street address. An Owner of a multi-unit apartment complex shall separately register by its assigned street address and shall also register and identify each separate building within the multi-unit apartment complex. **(PCC 6.98.030(1))**

The Owner or an Authorized Property Management Representative (APMR) shall complete the registration form provided by the Pullman Police Department with the following information:

1) Street address of Residential Rental Unit;
2) Name, date of birth, address, telephone and email contact information for the Owner;
3) Where applicable, the name, date of birth (for individuals), address, telephone and email contact information for the Owner's Authorized Property Management Representative;
4) A minimum of one (1) emergency contact name and 24 hour contact information for purposes of emergency notifications relating to the use or occupancy of the Residential Rental Unit;
5) The maximum anticipated number of occupants of each Residential Rental Unit.
6) For multi-building apartment complexes, the Owner or APMR shall identify clearly each building in the complex and shall provide the City with the identifying numbers or letters for each individual apartment within each building. The identifying numbers or letters for each building shall also be posted on the exterior of each building in letters or numbers at least four (4) inches high and in a color contrasting with the building color.

(PCC 6.98.030(4))

Rental Unit Registrations are non-transferable. Changes in ownership must be registered within 30 days after sale or transfer of the real property if the rental use is continued by the new owner. **(PCC 6.98.030(3))**

Registrations are valid for one year from the date of registration; expiration dates are noted on your Registration Certificate. Failure to timely renew a registration may result in a late penalty. **(PCC 6.98.060)**

Violations of Ch. 6.98 RCW are a Class 1 civil infraction, punishable by a $250 penalty for each day that the violation continues. **(PCC 6.98.070)**