

COMMUNAL RENTAL LICENSE APPLICATION

Physical Address:

Auburn City Hall Annex, 2nd Floor
1 E Main St

Mailing Address:

25 W Main St
Auburn, WA 98001

Phone and Email:

253-931-3090 Option 2
businesslicenses@auburnwa.gov

Website: www.auburnwa.gov

PROGRAM OVERVIEW

Is my rental property a communal residence? You must answer “YES” to both questions below.

1. Are you, or any of your tenants, renting all or portions of the home to more than one individual through separate, unrelated lease or rental agreements? ☐ Yes ☐ No
2. Is the property owner residing at a different address? ☐ Yes ☐ No

If you answered “YES” to both questions, please proceed with the communal rental license application.

If you answered “NO” to either question, please contact us for assistance at businesslicenses@auburnwa.gov or 253-931-3090 Option 2.

REQUIRED DOCUMENTS

1. Completed Communal Rental License Application
2. A floor plan of the residence.
 - Label each room type (for example: bedroom, bathroom, garage).
 - Include the dimensions of each room (the length and width measured in feet).
 - Make note of any changes or remodels that added bedrooms.
3. A site plan or aerial photo of the property
 - Label all usable on-site parking spaces.

INSTRUCTIONS

To apply, please email us at businesslicenses@auburnwa.gov. Attach your completed application, your floor plan, and your site plan. We will review all three documents and contact you for payment of the application fee.

PROPERTY/BUILDING INFORMATION

1. Address: _____
2. Parcel Number: _____
3. How many tenants are living here? _____
4. How many bedrooms? _____ how many bathrooms? _____
5. What is the total number of usable on-site parking spaces? _____
6. How many parking spaces are available to use in the garage? _____ carport? _____
7. How many parking spaces are available to use in the driveway? _____ other? _____

OWNER INFORMATION

Name: _____ Department/Person: _____

Address: _____ Suite/Unit: _____

City: _____ State: _____ Zip: _____

Phone: _____ Email: _____

Date of Birth: _____ Driver's Lic Number: _____

MAILING INFORMATION

Name: _____ Department/Person: _____

Address: _____ Suite/Unit: _____

City: _____ State: _____ Zip: _____

Phone: _____ Email: _____

LOCAL EMERGENCY CONTACT

Name: _____ Department/Person: _____

Address: _____ Suite/Unit: _____

City: _____ State: _____ Zip: _____

Phone: _____ Email: _____

Have you ever had a rental housing business license with the City of Auburn denied, revoked or suspended? ☐ Yes ☐ No If yes, list date and address: _____

Notice to owners of single family residential dwelling units that will be rented: By signing this application you are also acknowledging and agreeing to the following terms:

1. As the landlord, you are responsible for ensuring that you are providing safe living conditions for tenants.
2. As the landlord, you are responsible for ensuring that garbage and recycling receptacles are on site and available to tenants, and for ensuring that garbage and recycling curbside service is provided.
3. As the landlord, you are responsible for landscaping and the general external appearance of the property.
4. As the landlord, you are responsible for ensuring that there is adequate on-site parking available for all tenants.

5. As the landlord, you are responsible for implementing management strategies that ensure that tenants under the age of 18 are complying with the curfew requirements of Auburn City Code Chapter 9.14 when the minor does not have an onsite resident guardian or chaperone.
6. As the Communal Rental property owner, I understand that I may be required to schedule a building inspection with the City of Auburn Building Department prior to renewal of my annual business license. The building inspector will be provided access to all exterior and interior areas of the property. I understand that the purpose of the inspection is to ensure that unauthorized structural alterations have not occurred, that there are no life safety concerns, and that occupancy limits have not been exceeded.

I hereby certify and declare under penalty of perjury under Washington law that the statements furnished by me on this application are true and complete to the best of my knowledge. I understand that issuance of this license is conditioned upon compliance at all times with all applicable ordinances, regulations, conditions, and statutes of the City of Auburn and the State of Washington. The issuance of this business license does not imply compliance with the Zoning Code and International Fire and Building Codes.

Signature

Printed Name

Date