

December 12, 2014

Dear Rental Property Owner and/or Property Manager:

It is that time of year for the city to conduct our annual landlord registration. This packet includes the information needed to assist you in complying with the Minimum Housing Quality Standards Ordinance, which is intended to improve and preserve the quality of life for all citizens. Therefore, if you own rental property, you are required to submit the following enclosed forms:

- 1) Rental Housing Registration Form (For Residential Rental Properties)
- 2) Trailer Lot Registration Form (Complete ONLY if you own trailer LOTS)

These forms are due on or before January 31, 2015. All properties should be listed, and all tenants should be listed by first name and last name. This needs to be filled out, even if the tenant has not changed or if it is a family member.

Your earliest response to this correspondence is critical as there is a \$500 fine for failing to register rental property by the date of January 31, 2015.

We thank you, in advance, for your cooperation in these efforts. If at any time, you have questions, or changes you need to make to the forms, please contact Angie Keller by phone at (573) 471-2512 or by email at publicworks@sikeston.org.

Respectfully,

Jay S. Lancaster
Public Works Director