



## Residential Rental Property Owner Responsibilities

- If a property owner has more than one rental property, then each rental property shall be registered by the property owner (see the City of Laurens website or city hall for additional forms).
- Property Owners and lessors of residential rental property who lease five or more units are required to obtain a business license and annually pay license fees as set forth in Section 14-4 of the City of Laurens Code of Ordinances.
- Registration is valid for 12 months and must be renewed annually from the date the property was registered. The owner is responsible for reregistering the property and paying any annual registration and inspection fees.
- It shall be the duty of every Owner or Responsible agent to keep and maintain all Rental Properties in compliance with all applicable Codes and provisions of all applicable State laws and regulations, and subject to and pursuant to such applicable Codes, State laws, and regulations, to keep such property in a good and safe condition.
- No Registration or License shall be issued to any Unit owned by a person residing more than forty-five (45) miles outside of the City center unless there is provided to the Department the name, mailing address, and telephone number of a designated Responsible Agent residing or working within forty-five (45) miles of the City's center and authorized to accept service of process on behalf of the Owner of said Unit(s).
- **If there is a change in responsible agent**, the Absentee Owner shall be required to notify the Department within thirty (30) days of any change in Responsible Agent even if the owner is now the main point of contact.
- **If there is a change in owner**, registration shall be revoked upon failure to apply for its transfer within sixty (60) days of the date of sale or other transfer of ownership of the Unit.
- **NO CERTIFICATE OF OCCUPANCY WILL BE GIVEN TO A RENTAL PROPERTY THAT IS NOT REGISTERED.**