CITY OF WINDY HILLS

2026 RENTAL PROPERTY REGISTRATION FORM

Type of Rental: ☐ Short term (30 days or less) ☐ Long term (Greater than 30 days)

This certificate must be renewed by January 1st of each year or when the property changes ownership. All properties must undergo an external inspection prior to rental.[1] A check (payable to The City of Windy Hills) for $150 for the first property and $75 for each additional property must accompany the annual registration. New property rentals must be registered within 30 days of first rental. If any taxes or past registration fees are due a certificate will be denied. Note: Rental Properties must also be registered with Metro Louisville.

FORM MUST BE COMPLETELY FILLED IN

(Incomplete or Illegible Applications will be returned)

Date: _____

Property Owner Name: _____

Property Owner Address: _____
(P.O. Box not acceptable)
City/State/Zip Code: _____

Telephone: (____) _____ **Email:** _____

AGENT/RESPONIBLE PARTY [2] (if not owner)

Person/Company Responsible for Property Maintenance/Repairs: _____

Responsible Party Address: _____
(P.O. Box not acceptable)
City/State/Zip Code: _____

Telephone: (____) _____ **Email:** _____

RENTAL PROPERTY

Address: _____

Number of Rental Occupants: _____**Adults** _____**Children (0-18 years)** _____**Families**

Occupant Name (Optional): _____

PERMISSION FOR INSPECTION

_____ I hereby give permission to the Windy Hills Code Enforcement Officer to inspect the exterior of my rental property without my presence necessary.

_____ I DO NOT give permission to the Windy Hills Code Enforcement Officer to inspect the exterior of my rental property without my presence necessary. The Code Enforcement Officer should contact me to arrange a time for the inspection. Phone Number: _____

_____
(Signature of Owner)

MAIL COMPLETED FORM WITH A CHECK TO CITY CLERK: CITY OF WINDY HILLS, 4350 BROWNSBORO ROAD, SUITE 110, LOUISVILLE, KY 40207

For Office Use Only

Date Application Received: _____Registration Fee: _____

[1] **City of Windy Hills Ordinances pertaining to Rental Properties can be found at www.cityofwindyhills.com**

[2] **For each rental property there must be at least one responsible person who lives in the immediate areas and can be contacted in the event of an emergency**