



## Annual Property Registration Application

New

Renewal

Property Owned:  Individual  Corporation  Partnership  Other, Please specify

Type of Property:  Single Family  Duplex  Triplex  Quadraplex

**Section I: Owner Information** This section refers to the owner or owners who hold legal title and is required before Registration is approved.

Owner's Name:	Secondary Phone #:
Owner's Address:	Email:
Primary Phone #:	Fax #:

**Section II: Management Company** If a management company is responsible for the property, complete Section II in full.

Name of Management Company:	Secondary Phone #:
Company's Address:	Email:
Primary Phone #:	Fax #:

**Section III: Responsible Party** A responsible party shall be provided if the owner does not reside within a 75 mile radius of the property. **SEE REGISTRATION INSTRUCTIONS REQUIREMENTS FOR RESPONSIBLE PARTY.**

Name of Responsible Party:	Secondary Phone #:
Company's Address:	Email:
Primary Phone #:	Fax #:

**Section IV: Listing of All Properties** List all properties. List the number of units in each building in the associated field. If you own a rental property, the number of bedrooms and tenants are to be listed. If anything other than a single family dwelling (townhome, duplex, apartment(s), etc...), list the total number you own of units. Fill out a separate block for every parcel.

Property Address(es)	Type of Building (Single, Duplex, etc)	Property Manager	Number of Bedrooms	Number of Tenants

**Section V: Oath/Certification/Payment** Every application shall be made under oath and shall contain the information required to identify the owner of the dwelling(s) to be registered and identification and contact information for any manager or other alternate contact person for the dwelling(s). By signing and mailing this Property Registration Form you as the owner are certifying that the information provided in this registry is true and accurate to your best knowledge.

**Upon request from the City of Cayce, the owner or responsible party shall provide within 24 hours the names and contact information for each of the of occupants, for City of Cayce use only.**

**Applicant's Signature** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Annual Registration Fee: \$ 0**

**\* Late Fee:** \_\_\_\_\_

**\*For all registrations received after April 30, a late fee of \$100 will be assessed for each property. If a late fee has been assessed, please make check payable to the City of Cayce and mail along with the completed registration form.**

Please return the completed registration form to:

City of Cayce  
 Planning & Development Department  
 1800 12<sup>th</sup> Street  
 Cayce, SC 29171  
 Direct any questions to John Rabon at 803-550-9545