



**Section I: Property Information**

On-site Office:  Yes  No

Property Name: \_\_\_\_\_

Property Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Telephone Number: \_\_\_\_\_ E-Mail: \_\_\_\_\_

Name of Onsite Manager/Contact Person: \_\_\_\_\_

Telephone Number: \_\_\_\_\_ E-Mail: \_\_\_\_\_

After Hours Telephone Number (for use in emergencies only): \_\_\_\_\_

Total Number of Buildings: \_\_\_\_\_ Total Number of Units: \_\_\_\_\_ Year Built: \_\_\_\_\_

**Section II: Property Owner Information (Property Owner refers to person(s) or entity with legal title)**

Ownership Type:  Sole Proprietorship  Partnership  Corporation  Trust  Other

Property Owner's Name: \_\_\_\_\_

Property Owner's Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Telephone Number: \_\_\_\_\_ After Hours Telephone Number: \_\_\_\_\_ (for use in emergencies)

E-Mail: \_\_\_\_\_

**To avoid processing delays & potential late fees, please make note of the following:**

- Registration(s) are due on or before **March 31<sup>st</sup>** of each year
- Please ensure that all sections are thoroughly & accurately completed
- If this form is hand written and not typed it must be legible
- This form and payment should be submitted together at the address listed below.

**Annual Registration and Inspection Fee**

Fees for Multi-Family Rental Registration: \$50.00 per unit with a minimum of two hundred dollars (\$200.00) per year.

Number of units: \_\_\_\_\_ x \$50.00 per unit = \$ \_\_\_\_\_ (Amount submitted)

Make checks payable to:  
**Town of Prosper**  
Mail completed form and  
payment to:  
**Town of Prosper**  
**Code Compliance**  
**250 W. First St.**  
**Prosper, TX 75078**

Annual registration or renewals postmarked or received after **March 31<sup>st</sup>** shall be assessed an additional fee increase of:

- 10% of the registration fees if within thirty (30) days after the due date.
- 30% of the registration fee if received within 31 to 60 days after the due date.
- 50% of the registration fee if received sixty-one days after the due date.

By signing or typing below, I affirm that the information listed on this form is true and correct to the best of my knowledge and beliefs.

Printed Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_