

## ARTICLE VII. LANDLORD REGISTRATION

### Sec. 8-100. Definitions

Landlord: Any person, partnership, or corporation who, singularly or in conjunction with others, rents, or leases, or continues to rent or lease, any residential real property or offers residential property for rent or lease.

Unit: A self contained residential home or apartment (or functionally similar structure) whether or not attached to or incorporated into any other structure.

### Sec. 8-101. Registration Required

- A. No person shall rent, lease or offer to rent or lease, any residential rental property located within the City of Jefferson, unless prior to doing so that person has registered as a Landlord.
- B. In the event any Landlord acquires additional residential rental property, or any person becomes the owner of residential rental property, they shall register the additional property within 30 days of acquiring title.
- C. The owner of any rental dwelling as defined in this Article shall register as a landlord annually with the City. It shall be a violation of this code for any person or entity to fail to register as landlord regulated by this Article.
- D. All registrations issued under this Article shall expire on December 31 of each year and shall be subject to renewal annually. Application for renewal of registration in any year will be accepted beginning January 1 and may be made without penalty through January 31.

(Ord. 15777, §1, 4-2-2018)

### Sec. 8-102. Registration Process

- A. There shall be no fee for the landlord to register.
- B. The Landlord shall fill out a registration form prepared by the City which indicates:
  - 1. All of the residential rental property owned by common name of the property, if any, and exact street address of each dwelling to be registered, including unit number and total number units in each dwelling;
  - 2. The legal names of all owners of the property;
  - 3. The complete mailing address of all owners;
  - 4. Telephone numbers of each owner, including cell phone and mobile phone numbers;
  - 5. Date of birth of all owners.

6. If the property is owned by a corporation, limited liability company, partnership, limited partnership, trust or real estate investment trust, the name, address and phone number of the any of the following shall be provided:
  - a. For a corporation, a corporate officer and the chief operating officer;
  - b. For a partnership, the managing partner;
  - c. For a limited liability company, the managing or administrative member;
  - d. For a limited partnership, a general partner;
  - e. For a trust, a trustee; or
  - f. For a real estate investment trust, a general partner or an officer.
7. The full name, address, telephone number, and email address of a local agent or representative authorized by the owner to handle the affairs of the property. The local agent or representative shall be an individual over the age of 18 years. For the purpose of this subsection, "local" shall mean a person who resides within the City of Jefferson or within fifty (50) miles of the City limits and may be one of the owners. If the local representative is not an owner, the owners shall provide proof that the local representative is authorized to act on the owner's behalf.

(Ord. 15777, §1, 4-2-2018)

#### **Sec. 8-103. Penalty for Failure to Register**

Any person who fails to register, or renew a registration, within 30 days of being required to do so, within 30 days of being required to do so, for one or more properties, shall be guilty of an ordinance violation and shall be fined not less than \$25.00 per day. Each subsequent day shall be considered a separate violation. Prior to charging any person with violating this section, the City Administrator or his or her designee shall notify the accused of the violation and give the accused ten days to register, if the accused shall register within the said ten days then this shall be a complete defense to the charge.

(Ord. 14246, §1, 9-4-2007; Ord. 14246, §1, 9-4-2007; Ord. 15777, §1, 4-2-2018)



City of Jefferson  
 Dept of Planning & Protective Services  
 320 E. McCarty Street  
 Jefferson City, MO 65101  
 Phone: 573-634-6410  
[jcplanning@jeffcitymo.org](mailto:jcplanning@jeffcitymo.org)

No Fee to Register

## REGISTRATION OF LANDLORD

Chapter 8, Article VII of the City Code states that “No person shall rent, lease or offer to rent or lease, any residential property located within the City of Jefferson, Missouri unless prior to doing so that person has registered as a Landlord.” Registration is to be updated **annually by January 31**. Annual registration and/or amended registrations are to be submitted to: Planning and Protective Services, 320 E. McCarty Street, Jefferson City, MO 65101 or emailed to [jcplanning@jeffcitymo.org](mailto:jcplanning@jeffcitymo.org).

### A. Owner Contact information

<b>Owner</b>	
Name	
Mailing Address (No PO Box)	
City, State Zip Code	
Office Phone Number	
Cell Phone Number	
Date of Birth	
Email Address	
<b>Property Manager</b>	
Name	
Mailing Address (No PO Box)	
City, State, Zip Code	
Office Phone Number	
Cell Phone Number	
Email Address	
<b>Contact this person for Emergencies or Violations. This person MUST be a resident of the City of Jefferson or reside within 50 miles of Jefferson City</b>	
Name	
Mailing Address (No PO Box)	
City, State, Zip Code	
Office Phone Number	
Cell Phone Number	
Email Address	

Individuals should contact the ADA Coordinator at (573) 634-6570 to request accommodations or alternative formats as required under the Americans with Disabilities Act. Please allow three business days to process the request.

