



# COLUMBIA POLICE DEPARTMENT

*"Policing Excellence through Community Partnerships"*

## RESIDENTIAL RENTAL PERMIT APPLICATION – RENEWAL

Use this application for renewal of existing Residential Rental Permit if there are no changes from previous year.

*Please include with the application, the permit fee: \$25 per unit (made out to the City of Columbia) or a copy of any applicable City of Columbia Business Licenses to waive the fee.*

<b>Section 1 – Owner/Business Information:</b>	
Name/Contact:	Company Name:
Physical Address:	City/State/Zip:
Telephone:	Email:
Signature	Date
Note: If Business is not located within 45 miles of the City of Columbia, a Local Agent must be designated below.	

<b>Section 2 – Local Agent Information:</b> (check here if same as owner) <input type="checkbox"/>	
Name/Contact:	Company Name:
Physical Address:	City/State/Zip:
Telephone:	Email:
Signature	Date
Note: Local Agent must be within 45 miles of the City of Columbia.	

### Section 3 – Rental Checklist Affidavit (List Property Addresses on page 2.)

I, \_\_\_\_\_, certify under penalty of false statement, that the above information is correct and that information on file from the previous application is still current. I further certify that the properties I represent on file with this application meet the minimum safety standards as outlined in the City of Columbia’s **Residential Rental Unit Checklist** in which one has been provided to me and I have fully reviewed and understand. I also understand that by signing this section I am not required to submit an individual Residential Rental Unit Checklist for each of the units I represent.

Signed this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.  
 Signature \_\_\_\_\_ Title \_\_\_\_\_

Official Use Only	Approved <input type="checkbox"/>	Denied <input type="checkbox"/>	Inspection Requested (yes) <input type="checkbox"/>	Checklist Attached (yes) <input type="checkbox"/>
# of Units	X \$25/unit = \$ _____	Points \$ _____	Past Due \$ _____	Total \$ _____
Received by _____		Reviewed by _____		
Payment/Check # _____				

Revised 2/7/2022

**CODE ENFORCEMENT DIVISION**  
 920-A Hemlock Drive, Columbia, SC 29201  
 (803)545-3430



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### Section 4 – Property Address(es) for which Permit is Requested:

Rental Unit Address	Unit #	Parcel # (this can be found on your tax bill)	# of Occupants*

Attach additional pages as necessary.

\* There cannot be more than 3 unrelated adults in any unit.

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