



Residential Landlord Registration

Tennessee Code Annotated Title 66, Chapter 28-107 requires each landlord of one (1) or more dwelling units to furnish contact information with the agency or department of local government responsible for enforcing building codes in the jurisdiction where the dwelling units are located.

The **Department of Codes & Building Safety** is the agency responsible for collecting all registration information. This contact information is used in the event the Codes Department has to contact the owner to correct any Code violations at their rental property. All landlords should register with the Codes Department **by December 31**, of each year. Registration includes completing the form and remitting an annual fee of \$10. The expanded form can be found on our website along with additional information at: www.nashville.gov/codes/Landlord_Reg_Prog.asp. **Note:** If you own more than one property, the fee is \$10.00. **Registration fees are paid annually.**

Owners of rental property or their agents should complete the form and mail it with the **required \$10.00** to:

DEPARTMENT OF CODES & BUILDING SAFETY
ATTN: LANDLORD REGISTRATION PROGRAM
P.O. BOX 196300
NASHVILLE, TN 37219-6300

**DO NOT enclose this payment with your
property tax payment!**
QUESTIONS? CALL (615) 862-6590

RENTAL PROPERTY ADDRESS: _____

TYPE RENTAL UNIT: Single Family Dwelling Duplex Tri-Plex Quad Plex Rental Condo Apartment Other

Map/Par# (can be found on tax statement) : _____ **Renewal** (paid previous year)? ____ Yes ____ No

OWNER INFORMATION (Must be a PHYSICAL ADDRESS / No P.O. BOX):

NAME: _____ **PHONE NUMBER:** _____ **E-MAIL:** _____

HOME ADDRESS: _____

CITY: _____ **STATE:** _____ **ZIP:** _____

PROPERTY MANAGER INFORMATION: (If Applicable)

COMPANY NAME: _____

CONTACT NAME/REGISTERED AGENT: _____ **PHONE NUMBER:** _____

BUSINESS ADDRESS: _____ **CITY:** _____ **STATE:** _____ **ZIP:** _____

PHONE NUMBER: _____ **EMAIL:** _____

NOTE: If you own more than one property, please list the complete address of each property on a separate sheet and attach to this form. Fee only \$10 for all properties owned. DO NOT SUBMIT THIS FORM WITH TAX STATEMENT!