



LANDLORD/RENTAL LICENSE CHECKLIST

Before submitting your Landlord License, please ensure you have all of the following items:

****** Any missing items will result in the application being denied EVEN if you have submitted them in previous years. ******

- Complete Landlord License application—pages 1 and 2
- List of any additional rental properties and indicate occupancy status
- Owner Identification
- Property management Agreement—*if there is a property manager*
- Property Managers ID—*if there is a property manager*
- Proof of Payment of St. Louis County Real Estate Taxes
- Payment of any liens on properties through the City of Berkeley
- \$50 Rental License Fee per property/unit
- \$100 Annual Inspection Fee per **occupied** property/unit

Signature of Applicant

Date