



**December 6, 2011**

**Dear Property Owner,**

The City of Lenexa Kansas is committed to maintaining our neighborhoods and part of doing so is requiring a rental registration license. Below you will find basic information about the current rental program.

**License Required:**

The owner of each rental dwelling shall complete the provided application prior to renting a dwelling. In addition, the owner of such rental dwelling acquired, constructed or converted to rental usage shall complete an application and apply for a license prior to occupancy. No application shall be considered without payment of the fee. There shall be no refund in any case when a licensee quits business prior to the end of the calendar year or when the license is revoked as provided for under this Article.

The City rental licensing requirements do not apply to hotels and motels licensed by the State of Kansas; convents; monasteries; parish houses or rectories; mosques; temples; synagogues; hospitals; nursing homes or assisted living facilities licensed by the State of Kansas and subject to inspection by other government agencies; jails, and residential dwelling units owned and operated by any housing authority.

**Crime Resistant Addendum:**

The rental agreement shall include the Crime Resistant Addendum to Lease as provided in Section 2-16-A-13 of the Lenexa City Code and the owner shall comply with all terms of the Addendum. A copy of this addendum can be found at City Hall or it is also available online.

**License and Fees:**

One (1) license shall be issued for each property, the fee schedule is on the enclosed invoice.

Please find enclosed with this letter the application for a license which must be completed in full to allow staff to process it. Additionally, you will also find enclosed the invoice. Should you have any questions about this information or regarding the rental registration license program please contact Community Standards Department at 913-477-7500.

Sincerely,

Community Standards Department