

REGISTRATION OF MULTIPLE FAMILY RESIDENTIAL UNITS

WHY DO I HAVE TO REGISTER MY PROPERTY?

It is required by Littleton City Ordinance, Title 3 - Chapter 19 - Section 2 (3-19-2), which was adopted by City Council on December 15, 1998.

WHAT DOES THE ORDINANCE REQUIRE?

If you own multiple family residential structure(s) in the City of Littleton, which contain three or more residential units, you are required to provide the city with your name, address, and telephone numbers. P.O. Boxes are not accepted as a valid address.

You are also required to appoint an agent who lives in the Denver-metropolitan area who may be contacted if you are unavailable. This agent must have the authority to authorize emergency repairs relating to the rental property. Your agent shall have authority to give right of entry to a city inspector in your absence. Please provide his/her name, address, and telephone numbers.

WHY WAS THIS ORDINANCE ADOPTED?

There are times when it becomes necessary for the city to quickly contact the owners of multiple family residences, particularly if there has been a fire or criminal activity.

HOW DO I REGISTER?

Simply complete the online registration form at <https://permit9.littletongov.org/eTRAKiT/> and pay the annual registration fee. The Permit Center will review for completeness. One registration application and fee shall be required for each multi-family property owned according to parcel. After the city receives your on-line payment, a license will be emailed to you.

WHEN DO I HAVE TO REGISTER?

Annual registration is required. Every license shall expire on December 31st of the year of issuance and must be renewed online at www.littletongov.org.

WHAT IF I SELL MY PROPERTY?

The seller should notify the city of the impending change of ownership. The new owner must register with the City within thirty (30) days after such transfer.

WHAT HAPPENS IF I DON'T REGISTER?

The City may institute any appropriate legal action or proceedings for injunctive or other relief to compel compliance with the requirements of this ordinance. These proceedings may include a summons to appear in Littleton Municipal Court.

Your cooperation is appreciated! If you have questions regarding this information, please contact us.

Community Development Building
Division – Permit Center
rentalreg@littletongov.org



Community Development
Building Division – Permit Center
2255 West Berry Avenue
Littleton, Colorado 80120
rentalreg@littletongov.org

Littleton Municipal Code

3-19-2: ANNUAL REGISTRATION AND LICENSE REQUIRED; TRANSFERS:

(A) It shall be unlawful for any owner, and his or her agent, to allow any person to occupy any rental property as a tenant or lessee or otherwise, unless such owner and his or her agent has registered with and has obtained a license from the City’s Department of Community Development as provided in this Section. Such registration shall be on forms provided by the City’s Department of Community Development and shall contain the following information: the owner’s name, address, home phone number, business phone number; a person who lives in the Denver-metropolitan area who may be contacted should the owner not be available and who has the authority to act as the owner’s agent relating to the multiple-family rental property, and his or her address, and home and business phone numbers.

(B) One on-line registration form shall be required for each rental property. If the registration form is complete, the City shall issue a license within thirty (30) days after its receipt.

(C) All current owners of rental property shall register with the City’s Department of Community Development within thirty (30) days after the effective date hereof. All owners of properties which, in the future, are required to register, shall register their rental properties and obtain a license prior to the time that the rental property is to be rented. Any owner, to whom any rental property has been conveyed, shall register anew in accordance with the provisions of this Section within thirty (30) days after such conveyance and shall pay the fee imposed by subsection (D) of this Section.

There shall be paid by the owner or his or her agent and any person who subsequently purchases the rental property, to the City. The rental property annual license fee is nonrefundable.

3-25 multiple family residential units	\$ 75.00
26 or more units	\$125.00

(D) Any change in the information as required in subsection (A) of this Section shall be submitted to the City’s Department of Community Development within thirty (30) days after such change. In addition, all owners or their agents shall provide annual updates on that information required to be given under subsection (A) of this Section at the request of the City’s Department of Community Development. (Ord. 39, Series of 1998)



Community Development
 Building Division – Permit Center
 2255 West Berry Avenue
 Littleton, Colorado 80120
rentalreg@littletongov.org

RE: City of Littleton Rental Registration Program

Dear Multi-Family Property Owner:

The City of Littleton requires all multi-family rental properties of three units or more to be licensed with the City prior to occupancy by a tenant. All multi-family licenses are valid for a one-year period and must be renewed annually. A separate rental registration application and a separate license fee is required for each property you own, designated by parcel.

The rental property annual license for the current year:

Rental Property Annual Registration License Fee	
3-25 units	\$75.00 per property
26 or more units	\$125.00 per property

The City of Littleton has now gone live with our on-line application process which can be found by accessing the following link: <https://permit9.littletongov.org/eTRAKiT/>

On the main page you will select “Apply for new Licenses” under the LICENSES section, then selecting Rental Registration License under the “Type” drop down.

Attached for your guidance is a copy of the City of Littleton Code pertaining to rental registration, along with a rental registration information sheet. Please note that rental registration is mandatory and has been required since 1998.

Currently, we accept payment on our portal when you apply online. If you do not have the capability to apply on-line, or pay on-line, please reach out to Code Compliance to set up an appointment.

Thank you for your cooperation. If you have any questions, please contact Building Division – Permit Center at: rentalreg@littletongov.org .



Rental Registration for 2024

(NOTICE: the information on this form is for city use only)

Rental Property Building

Address(s) _____

(A separate form must be filled out for each property you own)

Total Units _____ Year Built _____ # of Buildings _____

of Efficiency Units/Studios _____ # of 1 Bedrooms _____ # of 2 Bedrooms _____ # of 3 Bedrooms _____

Apartment Community Name/ Building(s) Name

Owner Corporation Name: _____

Owner Last Name _____ First Name _____

Owner Physical

Address _____

(PO Box is not accepted as valid address)

City _____ State _____ Zip _____

Owner Home Phone _____ Cell Phone _____

Owner EMERGENCY Phone _____ Owner Business Phone _____

Owner Email Address _____

(Required)

Property Management Co _____

Manager Last Name _____ First Name _____

Manager Phone _____ Cell Phone _____

Manager EMERGENCY Phone _____

Manager Mailing Address _____

(PO Box is not accepted as a valid address)

City _____ State _____ Zip _____

Manager Email Address _____

Send completed form and payment to:

ATTN: Building Permit Center
Community Development
City of Littleton
2255 W. Berry Avenue
Littleton, CO 80120