

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 in the event that 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 www.littletongov.org and pay the annual registration fee. One registration form and fee shall be required for each multi-family property owned.

After the City receives your submitted registration form, 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.

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