Landlord Registration FAQ’s

1. What is the purpose of landlord registration?
   Landlord registration allows for enhanced communication between the City and rental property owners. It requires a designated local person to be responsible for activities which occur on the premises. Having a designated local person available instead of a business or corporation will facilitate communication between city staff and owners or their responsible agents. The City’s goal is to be able to contact a property owner or responsible party as soon as we know there's an issue so it can be addressed quickly, which in turn help protect the health, safety and welfare of the tenants, and ensure attractive and desirable neighborhoods.

2. Define a designated local person.
   The owner or otherwise responsible party, such as a rental manager or property management company for the property who is located within 50 miles of Jefferson City.

3. What is the cost to register?
   There is not a fee to register as a landlord.

4. I am a property manager. Can I register all properties I manage on behalf of the individual owners?
   Yes. A register local agent who has consented in writing and have agreed to serve in such capacity for a particular property may register the property.

5. Who has access to the database of information? I do not want my information made public.
   The Missouri Sunshine Law applies. To submit a request for any City record, please contact the City Clerk at 634-6311.

6. How long is a registration valid?
   One year. Each property will need to be registered every year before January 31.

7. Is there a deadline to have my property registered?
   Yes. Landlord registration is required to be completed annually in January.

8. What if I need to update my contact information?
   Owner/landlord must notify the Department of Planning & Protective Services within 30 days of any changes to contact information for properties already registered.

9. Do I have to register a property if it is a duplex or multi-unit and I (the owner) occupy one of the units?
   Yes, you still have to register.

10. Can I use a P.O. Box as an address?
    No, you must provide an actual personal or business physical address. You may provide the P.O. Box as additional/supplemental information.

11. What if I sell the property?
    The new owner/landlord must register the property within 30 days of the transfer of ownership.

12. How do I register?
    Visit www.jeffersoncitymo.gov/government/property_maintenance/government/landlords.php for the PDF fillable registration form. An online version will be available in near future.