



## Proactive Rental Housing Inspection Program

### REGISTRATION FORM

Please check one: New Registration

Updated Registration

Site Address: \_\_\_\_\_

Owner Name: \_\_\_\_\_ APN: \_\_\_\_\_

DBA: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Local Contact /Property Management Company: \_\_\_\_\_

Local Contact Address: \_\_\_\_\_

Local Contact Phone: \_\_\_\_\_

Local Contact Email: \_\_\_\_\_

Number of Residential Units: \_\_\_\_\_ Description of Property (i.e. two 8-plex buildings): \_\_\_\_\_

Additional Information: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**The owner of a rental property, or their designated local contact representative, must maintain a residential or business address and telephone number on file with the City. This registration shall be valid for one year. Subsequent registrations and fees will be due November 1st of each year and must be received no later than December 30th of the year due. Any changes to the required information must be reported to Long Beach Development Services within 60 days of the change. This form may be utilized to report updated information by checking the "Updated Registration" box and submitting to the address indicated above. The City is not responsible for verifying the accuracy of the information provided. For additional information, contact the Code Enforcement Bureau at 562.570.6504 or go to [longbeach.gov/lbds/enforcement/prhip](http://longbeach.gov/lbds/enforcement/prhip).**

To request this information in an alternative format or to request a reasonable accommodation, please contact the Development Services Department at longbeach.gov/lbds and 562.570.3807. A minimum of three business days is requested to ensure availability; attempts will be made to accommodate requests with shorter notice.