



**CITY OF FLORENCE
RESIDENTIAL RENTAL REGISTRY
APPLICATION GUIDE**

Use this chart to determine which application you should request from the City of Florence.

START HERE

Are you an individual or a legal business entity such as an LLC or sole proprietorship?

INDIVIDUAL

BUSINESS ENTITY

How many rental units do you own or manage?

1-4 UNITS

5 OR MORE UNITS

You should fill out an **INDIVIDUAL** rental permit application.

Individuals with one (1) to four (4) units will pay \$25 annually for their rental permit.

Permits are valid from July 1 to June 30 each year.

Renewal fee is \$25 each year.

You should fill out a **BUSINESS** rental permit application.

Individuals with five (5) or more units and business entities regardless of the number of rental units owned or managed will pay an initial \$25 fee, and will be required to obtain a City of Florence business license.

Permits are valid from July 1 to June 30 each year.

Permit renewal fee is waived each year, but renewal of the business license is required annually.

