



CITY OF TACOMA
Finance Department / Tax & License Division
747 Market Street, Room 212, Tacoma, WA 98402-3770
(253) 591-5252 tacoma.gov/taxandlicense

Tax & License
Contract Account # _____

Business License Application Commercial Rental Property

Rental property owners are required to register each rental property located in the City limits of Tacoma and provide the following information for each property. If applying for a residential rental property, applications can be found at tacoma.gov/taxandlicense.

OWNER INFORMATION

Type of Ownership: Sole Owner ☐ Corporation ☐ LLC ☐ LL/LLP ☐ Trust ☐

Name: _____ UBI # : _____

Email: _____ Phone Number: _____

Home/Business Address: * _____ City: _____ State: _____ Zip Code: _____

Mailing Address: _____ City: _____ State: _____ Zip Code: _____

*Not rental property address or PO Box

RENTAL PROPERTY INFORMATION

Rental Start Date: _____ Monthly Rent: _____ Parcel #: _____ Sq Footage: _____

Address: _____
Number Street Tacoma WA
City State Zip Code

Rental Start Date: _____ Monthly Rent: _____ Parcel #: _____ Sq Footage: _____

Address: _____
Number Street Tacoma WA
City State Zip Code

Rental Start Date: _____ Monthly Rent: _____ Parcel #: _____ Sq Footage: _____

Address: _____
Number Street Tacoma WA
City State Zip Code

PROPERTY MANAGER INFORMATION

Name: _____ Phone Number: _____

Company: _____ Email: _____

Mailing Address: _____

Do you want all correspondence sent to your property management company? ☐ Yes ☐ No

See backside of form for fees and signature

ANNUAL BUSINESS LICENSE FEES

The business license fee for rentals is based on anticipated annual gross rental income received in Tacoma including rent from Section 8. See below to determine the current year's license fee. For more information on prior year license fees, visit tacoma.gov/taxandlicense.

Anticipated Gross Rental Income	Annual License Fee
501(c)3 Organizations*	\$37
Under \$12,000 / branch location	\$37
\$12,000 - \$250,000	\$190
\$250,001 - \$1,000,000	\$435
\$1,000,000 - \$5,000,000	\$1,500
Over \$5,000,000	\$2,000

Annual Business License Expiration

All business licenses expire December 31. Renewal notices are sent to the mailing or email address on Record and are due on or before January 31 of each year to avoid late filing penalties.

DEMOGRAPHIC INFORMATION

You are not required to answer these questions, however, your participation is encouraged to help the City of Tacoma better understand the community we serve.

What is the racial/ethnic identity of the business owner(s) with a majority stake (at least 51% of ownership)? Check all that apply.

- ☐ Asian ☐ Middle Eastern/North African ☐ White/Caucasian/European
☐ Black/African ☐ Native American/Alaska Native ☐ Rather Not Say
☐ Latino/Latine/Latinx/Hispanic ☐ Pacific Islander/Native Hawaiian ☐ Prefer to Self-describe: _____

Is the business women-owned*? ☐ Yes ☐ No *To qualify, one or more women must hold at least 51% ownership.

SIGNATURE

The undersigned acknowledges that this business will operate consistent with zoning standards, meet fire and building code requirements, and is governed by the Tacoma Municipal Code, and is responsible for becoming familiar with the code and abiding by its requirements. The undersigned hereby certifies under penalties of perjury that the information included here is correct to the best of his/her knowledge and belief.

Signature of Owner/Owner Representative

Print Name

Date

OFFICE USE ONLY TYPE OF I.D. ☐ WDL ☐ WID ☐ MIL ☐ MAIL ☐ OTHER ID# _____
NAICS ☐ 531120-C