

Landlord Registration Overview

All owners of residential rental dwellings within Arnold are required to register the properties with the City.

There is no fee to register as a landlord during the following times:

Annual Registration Period

Registrations expire on December 31. Landlords have from January 1 to January 31 to register without penalty.

After Rental Property Purchase

Landlords must register additional rental properties within 30 days of acquiring title.

For owners of residential dwellings where they were landlords prior to August 17, 2023, there is a one-year grace period and no penalty for not being registered as a landlord. After that date, all landlords must be registered within the annual registration window or be subject to penalties.

How to Register

- ⇒ Visit web.mygov.us and login with your Collaborator account.
(To create an account, click "Collaborator" and then "New Account". Afterwards, verify your email and connect to the City of Arnold.)
- ⇒ Click the green "Make New Request" button. Select the "Building" category.
- ⇒ Select your type of ownership entity for the "Landlord Registration" credential.
- ⇒ Provide requested information. Required fields are marked with an asterisk (*).
- ⇒ Once you've submitted your request, City Staff will ensure that all necessary info has been provided. It may take 1-2 business days for final approval.

For more information:

**Community Development Department
Arnold City Hall
2101 Jeffco Blvd.
Arnold, MO 63010**

**(636) 282-2378
www.arnoldmo.org**

**Office Hours:
Monday - Friday, 8:00am to 4:30pm**



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Building Department

Landlord Registration

What you need to know.



2023-09

Brochures are updated periodically. Contact the Community Development Department to determine if you have the most recent edition.



Dept. of Community Development
(636) 282-2378
www.arnoldmo.org

Effective August 17, 2023, all persons or business entities renting residential dwelling units in Arnold must register annually with the City.

Improved communication between landlords and the City will help Arnold continue to be a safe, viable, and well-maintained community.

Do I need to register as a landlord?

If you or a business entity you are affiliated with owns residential real property and rents or leases the property as a rental dwelling, you are required to register with the City at no cost.

Why do I have to register as a landlord?

Code enforcement is one of the many services the City of Arnold provides to its residents. Often, this service involves code enforcement officers suppressing public nuisances at residential dwellings such as long grass, junk and trash, or homes in disrepair.

Addressing these issues is a time-sensitive matter. The City wishes to resolve nuisances as fast as possible to allow residents to safely and comfortably enjoy their property, which requires cooperation with property owners.

In cases where a nuisance is at a rental property with an absentee or non-local landlord, it is often difficult to facilitate the prevention and correction of violations. By having vital contact information for the landlord, the City can help in a timely manner to minimize and abate public nuisances and ensure safe, viable, and well-maintained rental dwellings.

What information do I have to provide to register?

- List of *all* the residential rental property owned (Common names of the properties if applicable, street addresses, total # of units, etc.)
- Legal names of all owners
- Mailing addresses of all owners
- Phone numbers of all owners
- Date of birth of all owners
- For properties that are owned by a business entity (corporation, LLC, partnership, LP, REIT, etc.), contact information for specific officers of the business will be required.
- Property Manager information (Name, address, phone number, email address, and copy of drivers license)
(Must be 18+ years.)
- Local Agent information (Name, address, phone number, email address, and copy of drivers license)
(Must be 18+ years, reside within 50 miles of City.)

Do I have to have a property manager or local agent?

Yes. The property manager and local agent are responsible for operating the property in compliance with city codes.

The property manager and local agent can be the same person and may be one of the owners. If the property manager and local agent are not owners, the owners will need to provide proof that the manager and agent are authorized to act on the owners' behalf.

Questions? Call
(636) 282-2378

Do I have to register immediately?

For those who were landlords prior to August 17, 2023, within the ordinance is a one-year grace period. There is no penalty for registering as a landlord at any time during the first year of the ordinance. On August 17, 2024, the one-year grace period for existing landlords will end.

If you recently purchased rental property, even if you are already a landlord, you have 30 days from the date of acquiring title to register with the City as a landlord of the new property.

How long does the registration last?

To ensure that the City has up-to-date contact information, landlords must register annually.

All registrations expire on December 31st of every year. Registrations can be made without penalty during the month of January.

Reminders and notifications will be emailed to the previous registration agent during the registration period.

What happens if I don't register or if I register late?

There are two ways in which residential rental property owners are penalized for failing to register under this program:

- \$25 per day, per property fine
(Each subsequent day is a separate violation.)
- No occupancy permits, building permits, or other City permits or licenses will be granted to the property owner