

EMERGENCY NOTIFICATION FORM

DATE: ____ / ____ / ____

Please Print

Business Name: _____

Business Phone: ____ / ____ / ____

Business Address: _____

Owners Name: _____

Tenants Name: _____

Tenants Phone: ____ / ____ / ____

Tenants Address: _____

Emergency Phone: ____ / ____ / ____

TENANT'S EMERGENCY CONTACTS: (Please list in the order you want them notified)

1. _____ Home Phone: ____ / ____ / ____ Cell Phone: ____ / ____ / ____

2. . _____ Home Phone: ____ / ____ / ____ Cell Phone: ____ / ____ / ____

3. . _____ Home Phone: ____ / ____ / ____ Cell Phone: ____ / ____ / ____

4. . _____ Home Phone: ____ / ____ / ____ Cell Phone: ____ / ____ / ____

Will there be any animals on the property ? Yes _____ No _____ If Yes, how many? _____

What type of dogs will be on the property? _____

MISCELLANEOUS INFORMATION:

You may return the completed form to Northmoor City Hall at the above referenced address and/or fax number or email to clerk@northmoormo.gov

PLEASE UPDATE THIS FORM AS YOUR INFORMATION OR CONTACTS CHANGE.

Rental Permit Checklist

- Rental Permit Application (Attached)
 - Rental Permit Application and Inspection Fee: 1 yr. - \$100.00: July 1st – June 30th (Multi-Family Properties), and January 1st – December 31st (Single Family Properties). **A \$25 penalty fee will be added for late renewals during the first three months.** After September (Multi-Family Properties) OR after March (Single Family Properties), the City is not obligated to issue a Rental Permit, and the management company/LLC may be required to close for the remainder of the year.
 - Emergency Contact Form (Attached)
 - Certificate of Liability Insurance - (COI) naming the City of Northmoor as additional insured. Your insurance carrier will need our address - 4907 NW Waukomis Dr., Northmoor, MO 64151 or the COI can be emailed to clerk@northmoormo.gov.
 - IRS Employee Identification Number (EIN).
 - State of Missouri – Articles of Incorporation - Number assigned to new business.
 - Proof of Rental Inspection
 - Copy of Rental Application
 - Proof of Renter's Insurance
 - Proof of Water Deposit
 - Proof of Pet Licensing (If applicable)
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Inspection Information for Northmoor

The following will be addressed during a rental inspection:

- Smoke detectors in all bedrooms and the hallway outside a bedroom
- Address to be posted in at least 4" numbers on front of home
- Necessary handrails at stairs per code
- Necessary guardrails at fall heights above 30" per code
- Proper shut off valves at gas appliances
- Electrical panels-***No double tapping of breakers permitted***
- Every electrical opening must have cover plate
- Every light fixture must have a bulb
- If outlets are not original to home/apartment then GFI outlets must be at wet areas
- Proper venting of gas appliances
- Outside yard must be clean of limbs, debris, trash, etc.
- Gutters installed in proper manner
- No peeling paint outside

The items above must be met before a rental permit will be granted. A temporary rental permit may be granted on the outside paint, depending on weather conditions.

The overall condition of the inside will also be inspected.