



**PLANNING AND COMMUNITY DEVELOPMENT DEPARTMENT**

210 Lottie Street, Bellingham, WA 98225

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**RENTAL REGISTRATION & SAFETY INSPECTION PROGRAM:  
RENTAL PROPERTY EXEMPTION DECLARATION FORM**

All rental properties within Bellingham city limits are required to register. A separate registration form must be completed for each rental property. The registration fee, if applicable, is due at the time of form submittal.

For more information, visit [www.cob.org/rentals](http://www.cob.org/rentals)

**RENTAL PROPERTY INFORMATION**

Rental Property Address (*street, city, state, zip code*):

Rental property type (*check one*):

Single Family

Duplex

Triplex/Fourplex

Apartments

Condominium

Other

If other, please explain: \_\_\_\_\_

**OWNER INFORMATION**

Owner Name:

Owner Phone (*xxx-xxx-xxxx*):

Owner Mailing Address (*street, city, state, zip code*):

Owner Email:

**DECLARATION**

Pursuant to BMC 6.15.040, I declare that I am the owner of the property described above or am the designated landlord of such property and that the qualifying statement below is true and correct to the best of my knowledge. I also understand that if this form is submitted electronically that my typed name on the signature line will qualify as my signature for purposes of the below certification.

\_\_\_\_\_  
*signature*

\_\_\_\_\_  
*date*

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More information on EXEMPTIONS can be found at [www.cob.org/rentals](http://www.cob.org/rentals)

**Please mark the appropriate reason for requesting an exemption:**

- Owner-occupied buildings containing two units
  - A single-family residence that the owner occupies with an accessory dwelling unit that is rented out;
  - A single-family residence with an accessory dwelling unit that the owner occupies;
  - A single-family residence that has been converted into two apartments, one of which the owner occupies; or
  - A duplex in which the owner occupies one of the units
  
- Units owned, operated or managed by a government agency or authority, or are specifically exempted from a fee by state or federal law. However, once government ownership, operation or management ceases so does the exemption from fee payment.
  
- Rental units that receive funding or subsidies from federal, state or local government, and that are inspected at least once every three years as a condition of that funding.
  
- Accessory dwelling units that are attached to a single-family residential unit AND the owner of the property resided in either of those housing units.
  
- Immediate family occupying the unit that cannot legally be classified as “tenant” (no rent payment or lease agreement).

Please contact us with any questions at [rentals@cob.org](mailto:rentals@cob.org) or 360-778-8361. More program information can be found at [www.cob.org/rentals](http://www.cob.org/rentals).