



CITY OF COVINA

125 East College Street • Covina, California 91723-2199

Public Works Department
Code Enforcement Section

Telephone: 626.384.5470

APPLICATION FOR EXEMPTION – RENTAL PROPERTY REGISTRATION

Rental Property Address: _____

Total Number of Units: _____

List all unit numbers or separate address: (i.e., Unit A, B..627,629 etc.) _____

PROPERTY OWNER(S): Name: _____

Home Address: _____ City: _____ Zip Code: _____

Email Address: _____

Phone Home: _____ Work: _____ Cellular: _____

NOTE: If you would like mail sent to a P.O. Box or other address, indicate address here:

PROPERTY MANAGER(S)

Name: _____ Company: _____

Address: _____ City: _____ Zip Code: _____ Phone: _____

Email Address: _____ Fax: _____

I request an exemption from the rental property registration fee for the following reason:

- The property in question is my primary residence as defined in Internal Revenue Service regulations under I.R.C. Section 121
- The property in question is not being rented as a business endeavor
If so, please describe the use of the property and provide the names of the primary users of the property and your relation to them

- Other:

Invoice #:

Please remit to: City of Covina
Finance Department
125 E. College Street
Covina, CA 91723-2199

I herein certify that the information contained in this application for rental registration is accurate.

Signed: _____

Date: _____

Print Name: _____

Circle: Owner/ Manager/ Agent

Exemption for the payment of rental property registration fees does not exempt the property from being subject to inspection, and does not exempt the owner from completing a rental property registration application. Please submit this form along with the rental property registration application.