



**City of Newport, Rhode Island**  
**RENTAL DWELLING REGISTRATION**  
**For Non-Owner-Occupied Residential Dwellings**  
**Rental Duration of Nine (9) Months or Less but not less than 30 days**  
**January 1, 2025 through December 31, 2025**

**TO BE POSTED INSIDE PRIMARY ACCESS DOOR OF DWELLING WITH ACTIVE LEASE**

This registration is for a one-year period and shall be renewed annually in January. Failure to do so may result in a fine of up to \$1,000 per day for each day the rental dwelling is not registered.

**PLEASE PRINT OR TYPE CLEARLY**

Address of Rental Property: \_\_\_\_\_

No. of Rental Units: \_\_\_\_\_ Plat No. \_\_\_\_\_ Lot No. \_\_\_\_\_

**Unit #1 ( Check each month rented):**

Jan \_\_\_ Feb \_\_\_ Mar \_\_\_ Apr \_\_\_ May \_\_\_ June \_\_\_ July \_\_\_ August \_\_\_ September \_\_\_ October \_\_\_ November \_\_\_ December \_\_\_

**Unit #2 (Check each month rented):**

Jan \_\_\_ Feb \_\_\_ Mar \_\_\_ Apr \_\_\_ May \_\_\_ June \_\_\_ July \_\_\_ August \_\_\_ September \_\_\_ October \_\_\_ November \_\_\_ December \_\_\_

**Unit #3 (Check each month rented):-**

Jan \_\_\_ Feb \_\_\_ Mar \_\_\_ Apr \_\_\_ May \_\_\_ June \_\_\_ July \_\_\_ August \_\_\_ September \_\_\_ October \_\_\_ November \_\_\_ December \_\_\_

\*(Attach additional sheet if needed)

Property Owner: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone Number(s) DAY: \_\_\_\_\_ NIGHT: \_\_\_\_\_

PROPERTY MANAGER OR RENTAL AGENT (Required if Owner is not a resident of Rhode Island, per Section 34-18-22.3 of the Rhode Island General Laws):

Agent Name: \_\_\_\_\_ Name of Agency: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone Number(s) DAY: \_\_\_\_\_ NIGHT: \_\_\_\_\_

**I HEREBY CERTIFY** that the above information is true and correct. I understand that any false statements made herein are subject to penalties under law. I further understand that, in accordance with Section 15.16.090 of the Codified Ordinances of the City of Newport, **THE LEASE (WITH NAMES OF ALL ACTIVE TENANTS) AND THIS REGISTRATION FORM ARE TO BE POSTED INSIDE THE PRIMARY ACCESS DOOR OF THE DWELLING UNIT** for inspection by police, zoning, building or minimum housing officials of the City of Newport. The Notice contains ordinances of the City of Newport with regard to Noise, Leashing of Dogs, Trash Disposal, Sticker Parking, Dwelling Occupancy Limits, Snow Removal and any other pertinent ordinance or law that the City Council may deem appropriate from time to time.

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

**Registration Fee: \$75.00 Per Short-term Rental Unit PLUS Inspection Fee: \$100.00 Per Short-term Rental Unit**

Fee Paid: \$ \_\_\_\_\_

\_\_\_\_\_  
City Clerk

(Seal)

## **NOTICE TO PROPERTY OWNERS AND RENTAL AGENTS CITY OF NEWPORT HOUSING INSPECTIONS PROGRAM**

The City of Newport began a proactive housing inspection program during the spring and summer of 2004. The Rental Registration requirement (Chapter 15.16 of the Codified Ordinances of the City of Newport) requires that all dwelling units leased for periods of nine (9) months or less but for more than 30 days, to be registered with the City Clerk's Office. The City will use the provisions of Chapter 15.12 (City of Newport Housing Code) to complete inspections for housing compliance. The Building Official, or his authorized representative, will be completing such inspections to ensure that minimum housing code compliance is met within these dwelling units.

Advance notice and scheduling will be provided to each property owner/agent to allow ample opportunity for access to each dwelling unit.