



December 17, 2007

RE: Rental Property Located within the City of Bartlesville, Oklahoma

Dear Property Owner:

Using the property tax records on file with the County of Washington and the utility billing records from the City of Bartlesville, your name has emerged as an owner of record of property that is non-owner-occupied property. The City of Bartlesville Code of Ordinances now requires owners of rental property located **within the City of Bartlesville** and used for residential occupancy to register all rental properties. The purpose of the ordinance and the registration process is to provide an efficient mechanism for notifying rental property owners or their designated property managers of code violations on or in their rental properties, to aid the City in communicating with rental property owners, and to streamline the code enforcement process. The ordinance also requires that a local agent be designated by the owner if the owner does not reside in Washington County or within ten (10) miles of the Bartlesville city limits, or when the owner is a corporation, partnership, trust, or other legal entity. Attached you will find a Rental Registration Form and a copy of the rental registration ordinance adopted by the Bartlesville City Council, along with other useful information.

Pursuant to the ordinance, you are required to complete the form and return it to the City of Bartlesville Community Development Department, 401 S. Johnstone, Bartlesville, OK 74003. No fee is required for completed registration forms received by April 1, 2008. Registration forms received after that date will be charged a \$40 registration fee.

The ordinance requires the form to be updated upon any change to the data (i.e. sale of existing rental property, purchase of additional rental property, and change of designated local agent). You are required to keep your information current.

If we have erred in sending you this letter (please accept our apologies) and you do not own any property used as a residential rental, please complete the form and write "NO RESIDENTIAL RENTAL" on the top of the form and return it. If you have any specific questions about the Rental Registration Form or questions in general concerning the rental registration ordinance, please call the Community Development Department at 918-338-4246.

For your convenience, the rental registration form, International Property Maintenance Code and related information are also available online from the City's website located at www.cityofbartlesville.org.

Sincerely,

Jennifer Brewington
Property Maintenance Code Inspector