



APPLICATION FOR RENTAL HOUSE OCCUPATIONAL LICENSE PACKET

- Obtain **Application for Rental House Occupational License** packet and return to cashier to pay fee:
City of Leesville,
Finance Department
508 S. 5th Street
337-404-4078/4079

- Obtain a **Local Sales & Use Tax** number:
Vernon Parish Sales Tax Department
117 Belview Rd
337-239-1631

- OR

- ONLINE APPLICATION FOR VERNON PARISH SALES TAX
https://parishe-file.revenue.louisiana.gov/default_1.aspx

- Obtain a **State ID Number**
<http://revenue.louisiana.gov> - Click on Geauxbiz

- Obtain a **Federal Tax I.D. Number**
<https://www.irs.gov/businesses>

- Obtain a **Certificate of Occupancy (\$75)**
City of Leesville- (Billy McShan) MHI Construction
337 3rd Street
337-404-4081 **OR** 337-208-0195

Comments:

If you have any questions or need additional information, please call Kacie Reif at 337-404-4078.

Leesville City Hall
Planning and Zoning Department
508 S. 5th St. Leesville, LA 71446



APPLICATION FOR RENTAL HOUSE OCCUPATIONAL LICENSE

Initial Fee is \$50; renewals are based upon gross revenue.

Internal Use Only

Account(s): _____
 Charge Code: Account # _____
 Price: \$50.00

Date of Application: _____ Date Opened: _____

Application is required for: (check all that apply)

- New Business Purchase of Existing Business

BUSINESS INFORMATION

Name of New Business:
Name of Prior Business (if applicable):
Nature of Business:
Location Address:
Mailing Address:

BUSINESS CONTACT INFORMATION

Point of Contact Name/Title:	
Phone:	Email:
Business Owner's Name:	
Phone:	Email:
Business Owner's Address:	

TYPE OF OWNERSHIP	
	Sole Proprietorship
	Partnership
	LLC – Limited Liability Corporation
	Corporation
	Non-Profit
	Other

BUSINESS AUTHORIZATIONS/ID NUMBERS	
Local Sales (Vernon Parish) & Use Tax Number	
Louisiana State I.D. Number**	
Federal Employer I.D. (EIN)	
Certificate of Occupancy Number Per Rental	

**State I.D. Number required if filing State taxes as a business.

BUILDING OWNER'S CONTACT INFORMATION

Building Owner's Name:	
Phone:	Email:
Building Owner's Address:	
Building Owner's Mailing Address:	

AUTHORIZATION

I affirm that the information given on this application is true and correct. I will report any change in business ownership, operation, and/or address immediately.

Signature of Applicant

Date

Signature of Accepting City Employee

Date



Starting a Rental Business in Leesville:

What You Need to Know

Entering the rental property business is an exciting venture, but it's crucial to understand the local rules, regulations, and licensing requirements to ensure your success. Having the proper licenses not only protects your property and tenants but also safeguards your personal assets.

As a landlord, you are required to register your rental properties and obtain a business license, just like any other business owner. Securing these necessary licenses helps protect you from potential fines and legal risks. This guide will highlight the key points that every landlord should keep in mind as they navigate the licensing process.

Licenses Every Landlord Needs

There are two main licenses you need before renting out a property:

1. **Certificate of Occupancy** – This certificate, issued by local building or zoning authorities, confirms that your property meets safety and zoning regulations. It's typically issued after a building permit and ensures that the property is suitable for habitation. This is essential to protect tenants and to comply with local laws.
2. **Housing Occupational License** – This license is generally required for each rental unit after obtaining the Certificate of Occupancy. It depends on the type of property you're renting out, and it ensures you're legally operating your rental business.

The Importance of Compliance

It's essential to rent out your property legally to avoid costly consequences. Renting without the required licenses can lead to fines, forced closure of your rental business, and potential legal issues. In some cases, failing to inform your insurance provider about renting out a property could result in inadequate coverage in case of an accident. Additionally, non-compliance may prevent you from legally evicting a tenant if necessary.

Once you've filed the necessary documents, remember that business licenses have expiration dates and regulations may change. Stay proactive by keeping track of renewal deadlines and any updates to ensure you're always in compliance.

By following these steps and staying informed, you're setting yourself up for a successful and compliant rental business in Leesville.



City of Leesville Ordinances:

Sec. 46-1. – Imposition of Tax.

In addition to all other taxes commencing January 1, 1990 and for each year subsequent thereto, there is hereby levied an annual occupational license tax upon each person pursuing or conducting a trade, profession, occupation, vocation, calling or business within the City of Leesville, Louisiana, which may be subject to an occupational license tax under the Louisiana Constitution and laws of the State of Louisiana which tax shall be classified and rated as set out in the following sections of this chapter.

Sec. 46-14. – Special provisions.

- (a) The city shall not levy a license tax upon any person engaged in the business of contractor, who holds license issued by the state licensing board for contractors, as defined in this chapter, either upon a cost-plus basis or upon other than a cost-plus basis, except where the city is the principal place of business of such contractor within the state as designated by the contractor. The maximum license tax paid by contractors as required by this subsection shall not exceed \$750.00.
- (b) The tax shall be computed on the basis of the schedules contained in this chapter according to the physical location of each place of business without regard to the location where the actual sale takes place or where a product or service is delivered or performed.
- (c) For lessors with a place of business in this state, the tax shall be computed on the basis of the schedules contained in this chapter according to the physical location of such business without regard to the location where the leased property is situated within the state.