



**Police Department**  
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 Police Business (509) 334-0802  
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 www.pullman-wa.gov/police  
 260 SE Kamiaken St., Pullman WA 99163-2664

**RESIDENTIAL RENTAL PROPERTY REGISTRATION**

**Pullman City Code, Chapter 6.98**

**RCW 59.18.075 requires the Pullman Police Department to notify the Property Owner or Authorized Property Management Representative (APMR) in the event that an arrest or seizure involving one or more of the following violations occur at a rental property:**

- Arrest of tenant using or threatening to use a firearm or other deadly weapon against another tenant.
- Other unlawful use by a tenant of a firearm or other deadly weapon on the rental premises.
- Physical assault of another person by a tenant on the rental premises.
- Seizure of a Legend Drug pursuant to a violation of Chapter 69.41 RCW.
- Seizure of a Controlled Substance pursuant to a violation of Chapter 69.50 RCW.
- Seizure of an Imitation Controlled Substance pursuant to a violation of Chapter 69.52 RCW.

**Please provide complete and accurate information as requested below.**

For personal information sections, please provide full legal names (no nicknames). Date of birth is required by city code and ensures accurate identification of similarly named individuals in the local law enforcement database. The City of Pullman is not responsible for any misidentification of persons resulting from incomplete data on this form.

**Property Owner Information**  
**(REQUIRED)**

Last Name: \_\_\_\_\_ First: \_\_\_\_\_ Middle Initial: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone Numbers: Home: (\_\_\_\_) \_\_\_\_\_ Cell: (\_\_\_\_) \_\_\_\_\_ Work: (\_\_\_\_) \_\_\_\_\_

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

**Designation of APMR**

***Completion of this section authorizes Pullman Police Department to contact Property Owner's APMR regarding this property, including for purposes of RCW 59.18.075.***

APMR Name: \_\_\_\_\_

Contact Person (if applicable): \_\_\_\_\_

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone Numbers: Home: (\_\_\_\_) \_\_\_\_\_ Cell: (\_\_\_\_) \_\_\_\_\_ Work: (\_\_\_\_) \_\_\_\_\_

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

**EMERGENCY CONTACT INFORMATION**

In the event of an emergency, or in accordance with RCW 59.18.075, the Property Owner or APMR will be the primary contact. A minimum of one (1) additional emergency contact is required. The APMR may be listed as the required emergency contact, but a property owner may not serve as their own required emergency contact.

**Contact #1**  
**(REQUIRED):**

Check if emergency contact is APMR (skip to next page, or provide more emergency contacts)

Last Name: \_\_\_\_\_ First: \_\_\_\_\_ Middle Initial: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone Numbers: Home: (\_\_\_\_) \_\_\_\_\_ Cell: (\_\_\_\_) \_\_\_\_\_ Work: (\_\_\_\_) \_\_\_\_\_

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

**Contact #2:**

Last Name: \_\_\_\_\_ First: \_\_\_\_\_ Middle Initial: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone Numbers: Home: (\_\_\_\_) \_\_\_\_\_ Cell: (\_\_\_\_) \_\_\_\_\_ Work: (\_\_\_\_) \_\_\_\_\_

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

**Contact #3:**

Last Name: \_\_\_\_\_ First: \_\_\_\_\_ Middle Initial: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone Numbers: Home: (\_\_\_\_) \_\_\_\_\_ Cell: (\_\_\_\_) \_\_\_\_\_ Work: (\_\_\_\_) \_\_\_\_\_

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

**RESIDENTIAL RENTAL UNITS**

A "Residential Rental Unit" shall mean any free-standing structure or part of a structure or multi-unit apartment complex for which the City has assigned a street address, which is used, in whole or in part, as a home, residence or sleeping place by one or more persons; and for which rent is charged by or on behalf of the Owner. (PCC 6.98.020)

**In the spaces provided below, please indicate each address, unit number, etc. Attach additional pages as necessary.**

RESIDENTIAL RENTAL UNIT STREET ADDRESS (EX: 123 E. MAIN STREET)	UNIT NUMBER(S) (EX: Upper & Lower) (EX: A, B, C, D)	MAXIMUM ANTICIPATED OCCUPANTS

**Total Residential Rental Units for this page** \_\_\_\_\_

**MULTI-UNIT APARTMENT/COMPLEX**

A “Multi-Unit Apartment Complex” means a complex consisting of one or more buildings. For the purposes of registering multi-unit apartment complexes, each free-standing building located within a multi-unit apartment complex shall constitute a separate Residential Rental Unit. (PCC 6.98.020)

**In the spaces provided below, please indicate each address, unit number, etc. Attach additional pages as necessary.**

<b>MULTI-UNIT APARTMENT/COMPLEX NAME &amp; STREET ADDRESS</b> (EX: PALOUSE PLAZA, 123 E. MAIN STREET)	<b>BUILDING IDENTIFIER</b> (EX: Bldg. A)	<b>UNIT IDENTIFIER</b> (EX: 1-12) (EX: 100-300)	<b>MAXIMUM ANTICIPATED OCCUPANTS</b>

**Total Multi-Unit Apartments/Complexes for this page \_\_\_\_\_**

**Registration Payment**

Total number of Residential Rental Unit registrations (RRU)		\$15.00 per registration	
Total number of Multi-Unit Apartment/Complex registrations (MU)		\$15.00 per registration	
<b>Total fees for RRU and MU registrations</b>			

Payment by check may be mailed with your application, or payment can be made in person with cash or check at the Pullman Police Department at 260 SE Kamiaken Street Pullman, WA 99163.

**Make checks payable to:**

**City of Pullman**

**Send payment and completed forms to:**

**Pullman Police Department  
ATTN: Rental Registration  
260 SE Kamiaken Street  
Pullman, WA 99163**

**Processing and Verification of Registration**

Thank you for taking the time to fill out this form. Once the paperwork and applicable payment are received, the Pullman Police Department will begin to update their files with the information provided on this form. You may be contacted for any of the following reasons:

- Required information was omitted
- Handwriting is illegible
- Overpayment
- Underpayment
- Other questions about your application

Once all of the information is processed, a detailed certificate listing each registered Residential Rental Unit (renewals and new registrations) will be issued by the Chief of Police and sent to you. If you have any questions about this process, please contact the Pullman Police Department.