

Maricopa County Assessor's Office Internal Policy and Procedures

Title: Residential Rental Registration Fees

Policy Category: Fees

Initiating Division: Public Assistance

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Revision:

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Purpose: In accordance with Arizona Revised Statute (A.R.S.) 33-1902, the Maricopa County Assessor's office shall implement a registration fee for newly registered residential rental properties or changes to existing information in the Registry.

Effective: This fee shall apply to property owners and subsequent registration, or change, of all residential rental parcels on or after February 1, 2009.

Fee Amount: A fee of \$10.00 USD shall be collected for new residential rental registrations or changes to existing parcels registered as rental.

- "Residential rental property" means property that is used solely as leased or rented property for residential purposes. Residential use property that is leased or rented to a qualified family member for use as their primary residence must registered with the County Assessor as being a residential-rental property pursuant to A.R.S. § 33-1902. However, that residence will be classified as a Legal Class 3.
- Qualified family members that do not rent or lease do not have to register as a Residential Rental Property effective January 1, 2014. However, that residence may be classified as a Legal Class 3.
- No fee is required to deactivate a Rental Registration from the Registry.

Fee Collection Criteria: In addition to collection of this fee for new residential rental registrations, the following changes to existing parcels registered as rental, shall initiate the collection of this fee:

- Changes to Ownership Information including contact information
- Changes to Out-Of-State owner's designation of statutory agent information
- Removal of statutory agent information

Processing Forms and Payments: After the forms are completed and payments are received, stamp the forms noting the payment type (Cash or Check #) and Clerk ID. (See Below)

STAMP:

Maricopa County Assessor

Paid

Cash Check# _____

Clerk ID _____

Each new rental registration form and payment should be logged on the Ledger Spreadsheet located on the Assessor's Library (Y:Drive/Rental Registration/). Each rental registration form received by the Assessor's Finance Officer will be reconciled to the Ledger Spreadsheets.

Payments: All payments will be sent to the Assessor's Finance Department at the downtown location.