



**Section IV: Current Register** The owner shall maintain a current list of occupants. Upon request by Town inspectors, police, fire and emergency response personnel investigating violations or potential violations of the Town Code or State law, the owner shall present the list of occupants to the investigating personnel.

Name of Tenant:	Primary Phone #:
Email:	

Name of Tenant:	Primary Phone #:
Email:	

Name of Tenant:	Primary Phone #:
Email:	

Name of Tenant:	Primary Phone #:
Email:	

Name of Tenant:	Primary Phone #:
Email:	

Name of Tenant:	Primary Phone #:
Email:	

Name of Tenant:	Primary Phone #:
Email:	

**Section V: Listing of All Properties** List all properties. List the number of units in each building in the associated field. If you own a rental property, the number of bedrooms and tenants are to be listed. If you own anything other than a single family dwelling (townhome, duplex, apartment(s), etc...), list the total number of units. Fill out a separate block for every parcel.

Property Address(es) City, State, Zip	Type of Building (Single, Duplex... etc.)	Property Manager	Number of Bedrooms	Number of Tenants

**Section VII: Oath/Certification/Payment** Every application shall be made under oath and shall contain the information required to identify the owner of the dwelling(s) to be registered, contact information including a street address and telephone numbers, and identification and contact information for any manager or other alternate contact person for the dwelling(s). By signing and mailing this Property Registration Form you as the owner are certifying that the information provided in this registry is true and accurate to your best knowledge.

**Applicant's Signature** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Late Fee:** \_\_\_\_\_

Please make check payable to the Town of Chapin (if overdue) and mail along with completed registration form to:

Town of Chapin  
 Zoning Department  
 157 NW Columbia Ave  
 Chapin, SC 29036  
 Direct any questions to Chris Clauson at 803-575-8045