



August 10, 2020

To All Owners of Residential Rental Property:

In response to increased complaints regarding rental properties in residential areas, the West Columbia City Council adopted an ordinance regulating rental properties on November 10, 2009. The ordinance requires owners of residential rental property to register the location of their properties and to provide a local responsible contact in order to expedite communications and responses to property complaints. Only residential rental properties (single family houses, duplexes, apartments, etc.) located within the city limits are required to be registered. The local responsible contact must be an individual or property management company with a physical location within thirty miles of the West Columbia city limits with a valid mailing address and working telephone number.

For clarification, a residential rental unit is one that is occupied by someone other than the property owner as recorded with Lexington County, whether or not rent is being paid. Vacant residential structures that are in various states of disrepair and unfit for human habitation must also be registered, as these structures frequently become unsecured, illegally occupied, and pose various hazards and threats to surrounding neighborhoods. By requiring registration and establishing a database, the City of West Columbia will be able to provide more timely responses to property maintenance, police, and health-related complaints. If property owners are not clear as to how a particular property would be registered, they may contact the City of West Columbia's Building Department at 803-791-1880, ext. 286.

Registration fees are not required for this program at this time. Please use the enclosed registration form to provide the required information and mail to the address below by April 30, 2010. The registration form may be included with the business license renewal for convenience. Thank you for your cooperation with the residential rental property registration program.

**City of West Columbia Building Dept.**  
P.O. Box 4044  
West Columbia, SC 29171-4044

**Mayor**

Temus C. "Tem" Miles, Jr.

**Mayor Pro-Tem**

Jimmy Brooks

**Council Members**

R. Trevor Bedell  
Joseph D. Dickey, Jr.  
Mike Green  
Casey Jordan Hallman  
David B. Moyer  
Erin Parnell Porter  
Mickey Pringle

**City Administrator**

Brian E. Carter,  
ICMA-CM, AICP

**Deputy**

**City Administrator**

Michelle M. Dickerson,  
Esquire

**City Treasurer/  
Assistant**

**City Administrator**

Justin R. Black, CPA

**City Clerk**

Crystal Bouknight Parker

(803) 791-1880  
FAX (803) 739-6231

200 N. 12th Street  
West Columbia, SC 29169

PO Box 4044  
West Columbia, SC 29171

[www.westcolumbiasc.gov](http://www.westcolumbiasc.gov)



## RENTAL HOUSING REGISTRATION FORM

Property Owner: \_\_\_\_\_

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

Business Name and License #: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_ Cell: \_\_\_\_\_

E- Mail: \_\_\_\_\_

Responsible Local Agent: \_\_\_\_\_

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

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_ Cell: \_\_\_\_\_

E- Mail: \_\_\_\_\_

Total Number of Properties to Register: \_\_\_\_\_ (Please list on attached form)

**Signature of Property Owner or Authorized Representative and Date:**

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

City of West Columbia  
Rental Housing Registration Form (continued)

Please list addresses and type (single family, duplex, apartment, etc.) and the number of units (apartments only) of residential rental properties within the city limits of West Columbia. Additional space is provided on the back of this form if needed.

Property No. 1

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

Type: \_\_\_\_\_ Number of Units: \_\_\_\_\_

Property No. 2

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

Type: \_\_\_\_\_ Number of Units: \_\_\_\_\_

Property No. 3

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

Type: \_\_\_\_\_ Number of Units: \_\_\_\_\_

Property No. 4

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

Type: \_\_\_\_\_ Number of Units: \_\_\_\_\_

Property No. 5

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

Type: \_\_\_\_\_ Number of Units: \_\_\_\_\_

Property No. 6

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

Type: \_\_\_\_\_ Number of Units: \_\_\_\_\_

Property No. 7

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

Type: \_\_\_\_\_ Number of Units: \_\_\_\_\_

Property No. 8

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

Type: \_\_\_\_\_ Number of Units: \_\_\_\_\_

Please attach an additional sheet if necessary or use the space on the back of this sheet.