



Worcester County Rental License Change Form

This form is used to **notify the County of changes to an existing rental license that occur between license renewals**. Submission of this form does not constitute approval of the requested change. Additional documentation may be required.

! Note: Ownership changes may require a new rental license application and applicable fees.

Rental Property Information	
Complete Address:	Unit Number (if applicable):
Rental License Number:	Account # (if known):
Type of Change Being Reported <i>(Check all that apply)</i>	
<input type="checkbox"/> Change in Property Manager:	New Property Manager Name:
Required Documentation: <input type="checkbox"/> Updated Lease or House Rules (if applicable)	Management Company (if applicable):
<input type="checkbox"/> Change in Mailing Address and/or Contact Information	New (Address / Phone / Email):
<input type="checkbox"/> Other (explain)	
Date the change took effect or is expected to take effect:	

I certify that the information provided is accurate and complete to the best of my knowledge. I understand that:

- This form is used to report changes occurring **between license periods**
- Reported changes may require review, documentation, or additional action

Property Owner Printed Name: _____

Property Owner Signature: _____ Date: _____

For Office Use Only		
Date Received:	Reviewed By:	
<input type="checkbox"/> Approved	<input type="checkbox"/> Additional Documentation Required	<input type="checkbox"/> New Application Required
Staff Notes:		