



Accessory Dwelling Unit (ADU) Rental Registration

Properties that rent out both an ADU and the principal home must register with the City and provide required notice to adjacent neighboring properties prior to the occupancy of the ADU.

1. Receive a Building Permit for construction of your ADU.
2. Apply for an ADU Rental Registration through the City's Building Permit Portal.
 - <https://www.centennialco.gov/Online-Services/Apply-for-a-Building-Permit>
 - The process takes approximately 2 weeks.
3. Complete the Contact Information handout (page 2).
 - For owners other than an individual (e.g., corporation or trust), the registered owner shall be the person holding a majority interest in the corporation or trust.
4. Distribute copies of the Contact Information Handout to each property owner and/or resident with an adjoining property line or directly across a street or alley via first-class mail or hand delivery (page 2).
5. Certify to the City that the notice was provided as required pursuant to the Land Development Code (LDC) Section 12-3-603 (H)(8)(b)(iii).
 - Submit to the City a list of addresses to which the Contact Information Handout was distributed (page 3).
6. Pay required fees.
7. Update ADU Rental Registration on an annual basis.





Centennial

ADU Rental Contact Information Handout

Dear Neighbor,

The City of Centennial has approved the construction of an Accessory Dwelling Unit (ADU) on my property. I plan to rent both the main home and ADU for periods of 30 days or longer.

The address of this home is _____ Centennial, CO
_____. The address of the ADU is _____ Centennial, CO
_____.

The intent of this notice is to provide my adjacent neighbors my contact information as the responsible party. I encourage you to reach out to me directly concerning any issues associated with the ADU.

Sincerely,

Property Owner Name: _____

Phone Number: _____

Email Address: _____

Management Company, if applicable.

Management Company Name: _____

Phone Number: _____

Email Address: _____





Centennial

Proof of Notice Pursuant to LDC Section 12-3-603 (H)(8)(b)(iii).

Addresses to which information was distributed:

Address #1: _____

Address #2: _____

Address #3: _____

Address #4: _____

Address #5: _____

Address #6: _____

Address #7: _____

I certify that the ADU Rental Contact Information Handout was distributed to each property owner and/or resident with an adjoining property line or directly across a street or alley via first-class mail or hand delivery as required pursuant to LDC Section 12-3-603 (H)(8)(b)(iii).

Print Name _____

Sign Name _____

Date _____

