

CERTIFICATE OF RENTAL OCCUPANCY APPLICATION

In accordance with Ordinance Chapter 1391, "Every owner or operator of a single-family residential rental dwelling is a current rental unit, shall submit an application for a Certificate of Rental Occupancy. An application to renew a Certificate is required each year the rental property is occupied as a rental unit". Per Ordinance Section 1391.02, the undersigned agrees to cooperate with the Building & Community Development Department in arranging entry at _____, for the purpose of making an **interior and exterior inspection** for said rental unit within **thirty (30) days** of such notice. Failure to cooperate shall be grounds for refusal of a Certificate of Rental Occupancy. The undersigned further agrees to the following:

1. Submit a complete, accurate and legible application.
2. **Submit application with \$500.00 non-refundable fee** no later than the commencement of occupancy for a new rental unit and no later than the date one calendar year after issuance date of prior Certificate of Rental Occupancy for the renewal of an existing Certificate of Rental Occupancy.
3. **The fee for an application submitted after the rental unit is found to be occupied shall be \$600.00.**
4. The fee for reinstatement of a Certificate of Rental Occupancy after it has been revoked shall be \$600.00.
5. The Certificate of Rental Occupancy shall be valid for one (1) year from issuance date of said single family residential rental dwelling Certificate of Rental Occupancy at which time it will expire. At that time a completed new application and non-refundable fee of \$500.00 shall be submitted.
6. Any person who fails to comply with any provision of this ordinance is guilty of a misdemeanor of the first degree.

SINGLE FAMILY RESIDENCE OWNER / AGENT:

Name(s): _____ Date: _____

Signature: _____ Email: _____

Address: _____ Home Phone: _____

_____ Cell Phone: _____

RENTAL UNIT INFORMATION:

Rental Address: _____

Number of Occupants: _____

Names: _____

Familial Relationship of Above Persons: _____

Head of Household Contact: _____ Home Phone: _____

Cell Phone: _____

Signature of Tenant: _____ Date: _____

*** In case of EMERGENCY contact: _____ Phone: _____

The Building & Community Development Director shall issue a Certificate of Rental Occupancy for a structure or premises if it is found to be in substantial compliance with the provisions of the Fire, Zoning, Building Codes and all other laws, ordinances, rules and regulations applicable thereto. An inspection shall be performed at the above address and be approved, before the Certificate of Rental Occupancy is issued.

FOR OFFICE USE ONLY - DEPARTMENT APPROVAL

Final Inspection made by _____ Date: _____

Approved [] Denied []