

ATTENTION **RENTAL PROPERTY OWNERS**

OWNERS ARE RESPONSIBLE FOR OBTAINING A CERTIFICATE OF HABITABILITY FOR ALL RENTAL PROPERTIES EACH YEAR.

TO GET A CERTIFICATE OF HABITABILITY:

1. Pay Yearly Registration Fee (**\$150.00 per unit**)
2. Pass Inspection
3. Pay Any Re-Inspection/Change of Occupancy Fees Due
4. Sewer, Water & Taxes Must Be Current At All Times

ALL RENTAL PROPERTIES MUST BE INSPECTED ANNUALLY AND ON CHANGE OF TENANCY OF 30+ DAYS. A New Inspection Is Needed Before New Tenants Move In

SUMMER RENTALS must be inspected before the **summer season (Memorial Day thru Labor Day)** and WINTER RENTALS must be inspected before the **winter season (Labor Day thru Memorial Day)**.

If a property fails its inspection, it is the owner's responsibility to make all necessary repairs in the time frame allotted. If more time is needed, a written request for extension must be filed. Extensions will only be granted if work has already been started.

YEARLY RENTAL REGISTRATION FEE INCLUDES: Registration and one yearly inspection. Re-inspections will be **\$25.00** for the 1st and **\$90.00** for each additional one performed. Change of occupancy inspections will be **\$105.00** each payable before the inspection is performed.

FAILURE TO COMPLY WITH ANY OF THESE REQUIREMENTS WILL RESULT IN THE ISSUANCE OF A COURT APPEARANCE REQUIRED SUMMONS WITH FINES RANGING UP TO \$1,000.00 EACH.