



APPLICATION FOR RENTAL COMPLIANCE CERTIFICATE

CODE ENFORCEMENT DEPARTMENT

100 Courthouse Rd., City of Princeton, WV 24740

Phone 304-487-5022, 304-487-5095, 304-487-5037

www.cityofprinceton.org fax:304-487-5030

Owner Information (Registration fee required-see attached section for fee) Date: _____

Initial Application Renewal (every 3 years) Date of Initial Certificate of Compliance: _____

Owner's Name: _____ Title: _____

Owner's Company/Business Name: _____

If the rental dwelling unit intended for occupancy is owned by a corporation, partnership, limited liability company, or other business entity, the name, address, and phone numbers of each owner must be listed. If necessary attach additional pages to supply the information.

Owner's legal address: _____
Cannot be the same as Rental Property Address

Owner's e-mail address: _____

Owner's mailing address: _____
house number or PO Box City State Zip

Owner's phone # _____
Business Cell Home

Agent/Operator Name: _____ e-mail: _____

Authorized person to act on behalf of owner, and for contact in case of emergency or non-compliance

Phone: _____ Cell phone: _____

Address: _____

Maintenance Name: _____ e-mail: _____

Person authorized to do repairs and corrections on rental property

Phone: _____ Cell phone: _____

Address: _____

Dwelling Details (Fill out a separate application for each structure address, unless the property contains multiple units which are part of the same rental complex. For multiple units, and tenants please list them on the section below, and attach additional sheets as necessary.)

Property Address: _____
number street

Total # of Rental Units: _____ Property Name if any: _____

TYPE OF STRUCTURE: **FEE SCHEDULE AND PAYMENT** (Check all that apply)

Single Residence House	<input type="checkbox"/>	\$50 per housing unit	\$ _____
Duplex	<input type="checkbox"/>	\$30 per unit	\$ _____
Apartments 1 or 2	<input type="checkbox"/>	\$30 per unit	\$ _____
Apartments 3 or more	<input type="checkbox"/>	\$25 per unit	\$ _____
Owner occupied >1 roomer	<input type="checkbox"/>	\$15 per sleeping room	\$ _____
Boarding House 15 or <	<input type="checkbox"/>	\$15 per sleeping room	\$ _____
Dormitory >15 persons	<input type="checkbox"/>	\$15 per sleeping room	\$ _____
Single Townhouse	<input type="checkbox"/>	\$40 per housing unit	\$ _____
Mobile Home(s)	<input type="checkbox"/>	\$25 per housing unit	\$ _____
Motel/Hotel	<input type="checkbox"/>	\$15 per unit	\$ _____
Other rentals	<input type="checkbox"/>	\$ _____	\$ _____

TOTAL FEE DUE before discount if applicable.....\$ _____

Exemption discount fee for Senior Citizens age 65 & older, or Qualified Veterans or Qualified disabled persons with attached documented proof..... take 25% off fee --\$ _____

Exemption discount fee for Rental Property Certification completed by a licensed architect or engineer signature and seal verifying code compliance.... take 50% off fee --\$ _____

TOTAL FEE TO BE SUBMITTED WITH APPLICATION: \$ _____

(make check or money order payable to City of Princeton, debit & credit cards accepted)

TENANT INFORMATION:

Name of Tenant: Unit # Lease: Yes No
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(Attach a sample copy of lease to this application)
(If necessary attach additional pages to supply above information.)

REFUSE REMOVAL PROVISION (Owner must provide one of the following means of trash disposal as required by ordinance, and as acknowledged by signing this application) check one box:

- I will register with the City of Princeton each rental unit and tenant and be responsible for the timely weekly removal of trash and refuse and be responsible for payment of the garbage fees to the city for my rental property tenants.
I will provide payment to a state licensed private refuse disposal company for timely weekly removal of trash and refuse for my rental properties and such private hauler is named
I will provide my own personal service in a timely efficient manner to remove trash and refuse for my rental properties.

TERMINATION OF TENANCY DUE TO UNLAWFUL DRUG

ACTIVITY (Owner is responsible not to enter into a rental agreement or continue a rental agreement, and shall take action to terminate such rental agreement when an owner has actual knowledge or reasonable cause to believe the tenant is involved in unlawful drug activity or abuse and is advised to be aware of the procedure, contained in the rental compliance ordinance, to follow when giving notice to evict a tenant for unlawful drug activity, and as acknowledged by signing this application.)

- Yes, I understand that forms and instructions are provided by city upon request.

EXEMPTION DISCOUNT FEES (Owner/Applicant who qualifies for the following discount fees must present documented proof of status for eligibility to take discount as follows:

- *DISCOUNT FEES for Senior Citizen age 65 or older or Qualified Veteran or Qualified disabled person must attach verification.
Qualified Senior Citizen; attach copy of drivers license or other ID that shows both the name and age of the Owner/Applicant as listed on this application under Owner Information.
Qualified Veteran; attach a copy of an official honorable discharge or current military status.
Qualified Disabled Person; attach a copy of documentation verifying status as disabled.
*DISCOUNT FEES for Rental Property certification completed by a licensed architect or engineer, and must attach a completed form signed by a licensed architect or engineer having performed the inspection of the rental property and verifying code compliance by signature and placing a professional seal on the completed form.

- Yes, I have attached the completed form and claim the exemption discounted fee, and also decline an inspection by the City of Princeton Inspector. The form must be signed by a licensed Architect or Engineer and have a professional seal.

ACKNOWLEDGMENT:

I _____ certify, under penalty of perjury, that the statements made and information given in this application have been examined by me and the same are true and accurate. I have read, or I understand copies of the Rental Compliance code are available for my review, and I agree to abide by the same. I understand that my rental property will be inspected for Property Maintenance Compliance, including exterior, interior, and common areas. I understand I can receive a copy of the Rental Compliance Code, and an information booklet with an overview of areas of inspection. I understand I will be responsible for supplying garbage containers to tenants and regular disposal of garbage and for my tenant's garbage fees. I understand I will receive forms with instructions on how to give notice to a tenant when you want to start eviction proceedings for unlawful drug activity on your rental premises. I understand that I will be required to apply for re-inspection and a certificate of compliance every three years, and that if a temporary letter of compliance is first issued, a letter of compliance issued thereafter shall expire three years from the date the temporary letter of compliance was issued. I also acknowledge and understand that failure to comply with the provisions of the Rental Compliance ordinance will result in denial or revocation of the Rental Compliance Certificate. I acknowledge by my signature that I understand the above, and the contents of this application.

Signature of Owner/Applicant: _____ Date: _____

Please sign name in a legible manner

Printed Name of Applicant: _____