



PLANNING AND COMMUNITY DEVELOPMENT
442 W. Washington Street, Suite 1084A
Suffolk, VA 23434
757-514-4150

RENTAL CERTIFICATE OF OCCUPANCY APPLICATION FORM

This inspection is required before occupancy of rental property in the conservation areas of the City of Suffolk. **The cost for this inspection is \$56.00 per unit.**

Today's Date: _____

Address of property to be inspected: _____

Please Circle One: House or Apartment **Number of bedrooms:** _____

Sponsored Residential Home: (Blue Ridge and others) Yes or No

Is the property occupied: Yes or No

Person making this request:

Name: _____

Address: _____

Phone #: _____

Email Address: _____

Please Check One: Owner Tenant Agent Other: _

Owner/Agent's Information:

Name: _____

Address: _____

Phone #: _____

Please list below the date you would like the inspector to come out and inspect the house or apartment and indicate the time that would be best for you. Please note someone over 18 will need to be there to let the inspector in and the **TENANTS SHOULD NOT MOVE IN UNTIL THE INSPECTION HAS PASSED.** Please call 514-4150 if you need to change the date or time. We also ask that you call and give us this information at your earliest convenience.

Date and time you would like the property inspected, please provide an alternate date and time:

First Choice: Date _____ Time _____

Second Choice: Date _____ Time _____

Note: All repairs, additions and alterations must be completed before rental inspection is conducted. If property is not approved on the initial inspection, there is a \$56.00 re-inspection fee that must be paid prior to scheduling any other inspections.

Occupancy without a Rental Certificate of Occupancy in the conservation area in the City of Suffolk carries a \$100.00 Civil Penalty Fine.