

PLANNING AND COMMUNITY DEVELOPMENT

441 Market Street
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 \$50.00 per unit and for two or more units within the same complex, scheduled for the same visit, \$30.00 per unit.**

Today's Date _____

Address of property to be inspected: _____

Name and Phone Number of the Person making this request:

Name: _____

Phone #: _____

Dwelling (house) or Dwelling unit (apartment) – please circle one.

Number of bedrooms: _____

Owner/Agent's Name: _____

Owner/Agent's Address: _____

Owner/Agent's Telephone number: _____

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:

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 \$50.00 reinspection 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.