



## **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 \$53.00 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

**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:**

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 \$53.00 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.**

Rev. 7/1/18