



## **RESIDENTIAL RENTAL PROPERTY INSPECTION APPLICATION**

October 25, 2016, the City of Newport News adopted a residential rental inspection ordinance (municipal code Chapter 13, Article XII, Identification and Inspection of Rental Dwelling Units). Owners of rental property that is subject to the ordinance are required to contact the Department of Codes Compliance and make payment (\$50 single-family, \$100 multiple-family) to schedule an inspection. Please provide the information requested below and return this form along with your payment to the Department of Codes Compliance.

### **RENTAL PROPERTY INFORMATION:**

PROPERTY ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_

TOTAL NUMBER OF UNITS: \_\_\_\_\_

OCCUPANCY TYPE:  SINGLE-FAMILY  MULTIPLE -FAMILY

\_\_\_\_\_  
(As permitted under the Newport News Zoning Ordinance)

### **OWNER INFORMATION:**

NAME: \_\_\_\_\_ PHONE NUMBER: \_\_\_\_\_

HOME ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_

E-MAIL ADDRESS: \_\_\_\_\_

IS THE CURRENT OWNER AN ENTITY OTHER THAN AN INDIVIDUAL? YES NO (Please circle one)

WHAT TYPE OF ENTITY?  COMPANY  
 LIMITED LIABILITY CORPORATION  
 BUSINESS TRUSTS  
 LIMITED PARTNERSHIP  
 PARTNERSHIP  
 REGISTERED LIMITED LIABILITY PARTNERSHIP  
 OTHER \_\_\_\_\_

(Please specify)

NAME OF REGISTERED AGENT: \_\_\_\_\_

REGISTERED AGENT ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_

PHONE NUMBER: \_\_\_\_\_

E-MAIL ADDRESS: \_\_\_\_\_

**CO-OWNER INFORMATION: (If Applicable)**

NAME: \_\_\_\_\_ PHONE NUMBER: \_\_\_\_\_

HOME ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_

E-MAIL ADDRESS: \_\_\_\_\_

**PROPERTY MANAGER INFORMATION: (If Applicable)**

COMPANY NAME: \_\_\_\_\_

CONTACT NAME: \_\_\_\_\_

BUSINESS ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_

PHONE NUMBER: \_\_\_\_\_ FAX NUMBER: \_\_\_\_\_

E-MAIL ADDRESS: \_\_\_\_\_

Emergency Contact: Name \_\_\_\_\_ Phone# \_\_\_\_\_ Email: \_\_\_\_\_

The person signing this form acknowledges that this property is subject to the City of Newport News' municipal code Chapter 13, Article XII, Identification and Inspection of Rental Dwelling Units. The City of Newport News should be notified in writing should this property's use change from rental to owner occupied.

SIGNATURE OF PERSON COMPLETING FORM: \_\_\_\_\_ DATE: \_\_\_\_\_

PRINTED NAME: \_\_\_\_\_ OWNER /AGENT (Circle one)