



## CODE ENFORCEMENT OFFICE

645A Pine St, PO Box 849  
Burlington, VT 05402-0849

VOICE (802) 863-0442

FAX: (802) 652-4221

### INSTRUCTIONS FOR FILLING OUT THE RENTAL REGISTRATION FORM

- *If information does not appear on your print-out, add it to the print-out or insert it on the attached blank registration form.*
- *If any information has changed from what is listed on the print-out or the information is incorrect, make the necessary changes on the print-out.*
- *If particular requested information is not applicable for your property, please use "0" or "N/A" as appropriate.*

The rental property owner to whom the bill and all other correspondence is to go to must be listed as the "primary code owner."

Rental property owners must provide their actual residential address, not just a post office box number. If the mailing address of the owner is different from the actual residential address, please provide both.

Rental property owners must provide their name, address, phone number, date of birth and state their military status (active or not). This is required for all owners.

If the property is owned by a corporation, partnership or LLC, provide the official name, principal business address, phone number, date of incorporation and military status of the president of the corporation and general partners. Also provide the name of the registered corporate or partnership agent and address, phone number, and military status of the agent.

If the owner's official residence is in Chittenden County, and s/he or it does not wish to designate someone else as Local Property Manager, Service of Process or Emergency Contact, the owner must write "same as owner" on the lines provided for this information. Use the principal business address of a corporate, LLC or partnership entity to determine residence.

If the owner DOES NOT RESIDE in Chittenden County, the owner must list a Local Property Manager for the property, a Service of Process contact (to receive official papers), and an Emergency Contact. A Local Manager, Service of Process or Emergency Contact must reside in Chittenden County. The Local Manager, Service of Process or Emergency Contact may be one in the same person.

List daytime and evening phone numbers for all designated contacts and owners, and cell phones if available.

The date of birth and military status are required for the person designated as "Service of Process" contact.

You may list multiple properties on one form, but **ONLY FOR PROPERTIES FOR WHICH THE OWNER'S NAME IS LISTED IN EXACTLY THE SAME MANNER**. For example, John and Mary Smith may use the same form for three properties listed under their name, but they cannot use the same form if one property is listed under John and Mary Smith, one is listed under John and their daughter Susan Smith, and one is listed as being owned by Smith Family Enterprises, Ltd. The owner's listing is determined by the listing in the City Assessor's office. Be sure and file a separate form for any properties that are listed in different way, even if one or more of the owners are the same.

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**RENTAL UNIT REGISTRATION APPLICATION**

- **Required Information:** If any of the required registration is missing from the print-out for your property, you may provide the information on this form. Please see accompanying notification packet for important information.
- **Note:** If you have sold your residential rental property, return form with name and address of new owner.

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**REQUIRED OWNER INFORMATION** (if corporation attached information for president and registered agent; if partnership attached for registered agent & general partners):

Name: \_\_\_\_\_

Street Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ **(required unless corporation/ partnership)**

Daytime Phone:(\_\_\_\_) \_\_\_\_\_ Email: \_\_\_\_\_

*\* Is the owner/principal party on active military duty or expect to be active in the next 12 months?*  
**(required)** Circle: YES or NO

**Local Manager:** (must be located in Chittenden County Vermont and be either the owner, or an agent authorized to represent owner for compliance matters):

Name: \_\_\_\_\_

Street Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Daytime Phone:(\_\_\_\_) \_\_\_\_\_ Email: \_\_\_\_\_

**Service of Process Contact:** (owners who do not live in Chittenden County must designate an agent for receipt of legal documents; can be the same as local property manager):

Name: \_\_\_\_\_

Street Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Daytime Phone:(\_\_\_\_) \_\_\_\_\_ Email: \_\_\_\_\_

**Emergency Contact:** (all properties must have designated emergency contact person within Chittenden County Vermont; may be local property manager or service of process contact):

Name: \_\_\_\_\_

Street Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Daytime Phone:(\_\_\_\_) \_\_\_\_\_ Email: \_\_\_\_\_

**List residential rental properties and also fill out an attached property information sheet for each rental property (attached added sheets if necessary):**

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

4. \_\_\_\_\_

5. \_\_\_\_\_

6. \_\_\_\_\_

7. \_\_\_\_\_

8. \_\_\_\_\_

9. \_\_\_\_\_

10. \_\_\_\_\_

- List the total number of residential rental UNITS for above properties: \_\_\_\_\_
- Total Units x \$100.00/ per unit = \_\_\_\_\_ **TOTAL AMOUNT DUE.**
- Duplex (*one unit is owner occupied*) x 75.00/ per rental unit = \_\_\_\_\_ **TOTAL AMOUNT DUE.**
- **If you are a new property owner a transfer of ownership fee of \$50.00 is required.** This is one time fee and is for transferring records from the previous property owner to the current property owner.  
*Please include this fee when registering your property.*
- Submit this form and property information sheets with a check made payable to: City of Burlington Code Enforcement and return to **CODE ENFORCEMENT 645 Pine Street, PO Box 849 Burlington, VT 05402.** If you make payment after April 1<sup>st</sup>, you will owe a \$13.00 late fee and simple interest of 1% per month on the total owed for each separate property (not each individual unit).
- **I HAVE READ AND UNDERSTAND THE ATTACHED REGISTRATION INFORMATION AND OWNER'S RESPONSIBILITIES. I UNDERSTAND THAT THIS FORM MUST BE COMPLETED AS REQUIRED BY LOCAL REGULATIONS.**

**Legible Owner/Agent Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

