



## 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 not 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 \$75.00/ per unit = \_\_\_\_\_ **TOTAL AMOUNT DUE.**
- Duplex (*one unit is owner occupied*) x 50.00/ 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:** \_\_\_\_\_



**PLEASE KEEP THE  
FOLLOWING  
GUIDELINES AND  
INFORMATION  
FOR YOUR REFERENCE**





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## Guideline Checklist of Property Standards for Rental Property Owners

\*\*\*This list is meant to serve as a general guide for rental property standards. It includes the most commonly cited problems at rental properties. It is not an exhaustive list; more detailed information is available in the City of Burlington Code Ordinance.\*\*\*

**Are the foundation, exterior walls and roof maintained in a structurally sound and sanitary condition?** *Problems cited by Code Enforcement include:*

- Cracks, leaks or openings;
- Holes, breaks or loose or rotting boards or timbers;
- Conditions that admit rain, wind or dampness;
- Peeling paint;

**Are the exterior windows, doors and frames constructed and maintained to be weatherproof, preventing any wind or water from entering, fitted in the frame, and in sound condition and good repair?** *Problems cited by Code Enforcement include:*

- Window that doesn't fit frame, is not weather-tight, or weather-stripping absent or in disrepair;
- Broken window panes;
- Window hardware or locks not fully functional or absent;
- Window not easily opened and not easily held open with window hardware;
- Required lock on first floor windows or exterior doors missing;
- Storm windows absent;
- Holes, cracks or other damage to window frame or door;
- Lack of Essential Lead Maintenance practices per Vermont State Lead Paint regulations (applies to all structures built prior to 1978);

**Are the dwelling units and public areas, including the yard, maintained in clean and sanitary condition? Are there adequate, contained trash disposal facilities, and timely trash pick-up? Are all trash containers kept covered at all times?** *Problems cited by Code Enforcement include:*

- No common trash facilities or trash pick-up provided by property owner;
- Trash facilities inadequate, not separate from general environment, or uncovered;
- Unsanitary condition of trash area or overflowing trash;
- Garbage, trash, or recycling on the sidewalk or greenbelt;
- Trash or recycling in the front yard or on the greenbelt beyond the pick-up period;
- Improper separation and containment of trash and recyclables;
- Rubbish, junk, refuse, garbage, metal, or recyclables uncontained on the greenbelt;
- Unsanitary condition in dwelling unit, common area, or yard;
- Lack of compliance with lead paint Essential Maintenance Practices;

Is the **interior and its equipment** maintained structurally sound and in sanitary condition and good repair. *Problems cited by Code Enforcement include:*

- Uneven, damaged or unsanitary surface conditions of floors, walls or ceilings;
- Holes, leaks, cracked or loose plaster, or decayed wood;
- Peeling paint;
- Water damage to floors, ceilings, or walls;
- Bathroom or kitchen floors not impervious to water;
- Rodent damage or evidence of rodent infestation;
- Damaged doors, appliances, or fixtures;

Is every inside and outside **stair, porch, railing** safe to use, in sound condition and good repair, and capable of supporting normal use? *Problems cited by Code Enforcement include:*

- Interior or exterior stairway without handrail;
- Handrail damaged or unsafe to use;
- Stair treads or risers worn, broken, warped, or loose;
- Insufficient stability to stairway or porch;
- Decayed or damaged wood on stairway or porch;

Do **heating and cooking facilities** meet minimum requirements, and is all equipment properly installed and safely maintained? Does the owner pay for heat where there are not separate heating facilities for each unit? *Problems cited by Code Enforcement include:*

- Room/area does not meet maintenance of at least 65 degree temperature F;
- Heating to adequate temperature causes overheating in some areas;
- Portable cooking equipment used inside building or on porch or balcony;
- Insufficient clearance between heating equipment and combustible materials;
- Safety controls for fuel-burning equipment not maintained to effective functioning;
- Fuel-burning equipment not connected to approved chimney, flue, or vent;
- **Fuel-burning equipment without inspection tag;**
- Portable heating equipment of prohibited type (kerosene or gasoline);
- Mechanical equipment not maintained to be safe and in good working condition;
- Heating or cooking equipment with fire, health, or accident hazard;
- Heating costs being billed by estimate, without separate heating equipment for each unit;
- Heating costs being improperly allocated;

Are plumbing **fixtures and connections, and water heating facilities** maintained in compliance with requirements, and are all fixtures and connections maintained in good working order, and meeting minimum flow requirements? *Problems cited by Code Enforcement include:*

- Lack of adequate private toilet facilities, bathtub/shower, and lavatory facilities;
- Lack of separate kitchen sink with hot and cold running water;
- Flow less than 3 gallons per minute on a sustained basis;
- Adequate hot water at temperature of at least 110 degrees F not maintained on sustained basis;
- Plumbing fixture, vent or drain with obstruction, leak, or other defect;

Do **electrical outlets and fixtures** meet the minimum requirements? *Problems cited by Code Enforcement include:*

- Room without 2 separate and remote outlets OR 1 outlet and 1 electric light fixture;
- Kitchen without 3 separate and remote outlets OR 2 outlets and 1 fixture;
- Bathroom, laundry room without outlet and light fixture;
- Hall, stairway, furnace room or other common space without electric light fixture;
- Electrical equipment, wiring, fusing, or appliance installed or maintained incorrectly;
- Electrical wires not properly terminated;
- Extension cords being used as permanent wiring;

- Knob and tube wiring (requires certification from licensed electrician);
- Common electrical facilities without individual circuit or house meter billed to owner;
- Inadequate electrical service;
- Electrical hazard;
- Electrical work without evidence of electrical permit;

**Are all appliances, plumbing fixtures, heating devices and systems, utilities, chimneys, and smoke pipes constructed and installed to function safely and effectively, and maintained in sound working condition? Has any required equipment or utility been shut off or disconnected? Problems cited by Code Enforcement include:**

- Incorrectly installed or maintained appliance;
- Incorrectly installed or maintained plumbing fixture;
- Incorrectly installed or maintained heating device or system;
- Incorrectly installed or maintained utility;
- Incorrectly installed or maintained chimney or smoke pipe;
- Discontinued water, heat or electrical service;
- Disconnected plumbing, heating or electrical equipment;

**Do the dwelling units and bedrooms meet all requirements for minimum habitable space? Problems cited by Code Enforcement include:**

- Less than 150 square feet habitable area for first occupant;
- Less than an additional 100 square feet habitable area for each additional occupant up to 3;
- Less than an additional 50 square feet for each 4<sup>th</sup> and additional occupant beyond 4;
- Less than 70 square feet habitable area for first occupant in sleeping area;
- Less than 50 square feet per occupant for sleeping area occupied by more than one person;

**Do all habitable rooms meet the requirements to provide sufficient space, light, and ventilation? Problems cited by Code Enforcement include:**

*Problems cited by Code Enforcement include:*

- Occupied room without window opening to the outdoors;
- Minimum ventilation of opened window area less than 4 percent of floor area;
- Sleeping room window area less than 8 percent of floor area;
- Bathroom window less than 2 square feet;
- Bathroom without window or fan, and sufficient ventilation to prevent moisture buildup;
- Inadequate lighting or ventilation in common hallway or stairway;
- Cellar being used as habitable space;
- Basement being used as habitable space without meeting all requirements for light, ventilation, egress, etc.

**Can occupants exit the units safely in case of emergency? Are all egress requirements met? Problems cited by Code Enforcement include:**

*Problems cited by Code Enforcement include:*

- Third floor (or higher) unit is without second means of egress;
- Egress path stairway without handrail, or handrail is damaged or unsafe;
- Door for required egress not easily opened, uses keyed lock, or locks from outer side;
- Path of egress is blocked by storage, debris, trash, snow, ice, or other obstruction;
- Required egress leads through another unit or bathroom;
- Exit method does not comply with building code;
- Path of egress is otherwise unsafe or unusable;

**Are smoke/CO detectors installed to requirements, with working batteries and functional connections? Are any required fire protection systems maintained in proper operating condition?**

*Problems cited by Code Enforcement include:*

- Smoke detector requirements are not met: requirement is for hard-wired, interconnected smoke detectors inside and outside the bedrooms and at least one detector on all levels;
- CO detector requirements are not met: requirement is for CO detectors in the vicinity of the bedrooms (not inside) and at least one on every level. CO detectors must be included in any new hard-wired smoke detector installations. Hard-wired CO detector heads should be matched to existing smoke detector installations.
- Smoke/CO detector without back-up batteries, disconnected, or otherwise damaged;
- Smoke/CO detector not listed by nationally recognized testing/listing agency;
- Fire protection system, for example sprinkler system required by Fire Department, installed but not maintained in proper working condition;

**Are stored items or other accumulations obstructing egress, creating fire or other hazard, or in greater than reasonable quantities? Is there an accumulation of garbage, trash, abandoned or unregistered vehicles, appliances or furniture at the property?** *Problems cited by code enforcement include:*

- Waste, refuse or other materials stored in stairway, passageway, or hallway; or stored near door, window, fire escape or other egress;
- Combustible refuse such as paper, boxes, or rags accumulated and stored on premises;
- Flammable materials such as paint, volatile oil, or cleaning fluid stored on premises;
- Garbage, trash, recycling, or debris in the yard;
- Trash or recycling left in front yard beyond pick-up period;
- Rubbish, junk, refuse, garbage, metal, or recyclables uncontained in front yard;
- Abandoned or unregistered vehicle, appliances, furniture, or construction debris in the yard;
- Accumulation/storage with coverage in yard in excess of 50 square feet;
- Accumulation/storage with coverage in yard greater than 6 feet high;
- Accumulation/storage in yard in violation of zoning setback regulations;

**Please phone the Code Enforcement Office at (802) 863-0442 for further assistance—we are here to help.**



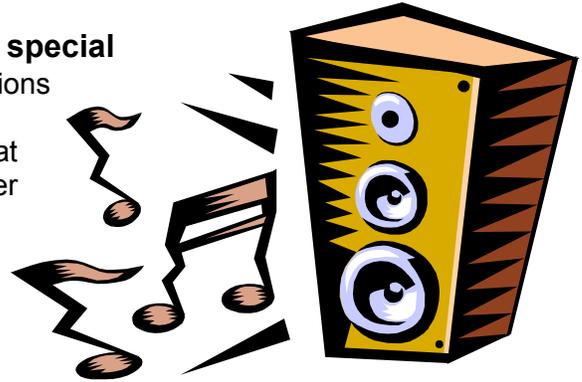
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### NOISE POLLUTION REGULATIONS

Property owners of rental housing are required by ordinance to furnish a copy of the City noise control ordinance to tenants at the beginning of the rental term. Here are highlights of that regulation (this text is a summary; actual ordinance language applies):

- **The City noise ordinance applies 24 hours a day.** There are special “quiet hours” for the community from 10:00 p.m. to 7:00 a.m.
- **Unreasonable noise is prohibited.** Noise is unreasonable when it is unreasonably loud given the time, place and nature of the noise. Noise that is plainly audible between apartments or houses between the hours of 10:00 p.m. and 7:00 a.m. is considered unreasonable. Sound systems, TVs, and radios cannot be played in an unreasonably loud manner.
- **Noise from parties and social gatherings has special regulations.** Such gatherings are defined as situations where one or more participants are not residents. In the event of a noise disturbance, all of the residents at premises are considered liable in addition to any other person.
- **Machinery, power equipment, and construction noise are prohibited from between 9:00 p.m. and 7:00 a.m.**
- **Certain exemptions apply:** Approved emergency repair or construction work; authorized safety and emergency devices; approved utility and public facility work; snow removal equipment; and approved events by the municipality or by educational institutions.
- **Penalties for noise violations except parties:** First violations- minimum \$200 for uncontested ticket. Second violation within 24 months- minimum \$300 for uncontested ticket. Note: Issuing officer may choose to reduce or waive the fines for first or second violations upon completion by the offender of a restorative justice program. In the event of a hearing for a first or second violation, a judge may impose up to a \$500 penalty. Third and subsequent offenses are criminal proceedings and carry a \$500 fine.
- **Penalties for noise from parties and social gatherings:** First violations- each resident and other offender receives minimum \$300 plus 3 hours in restorative justice program for an uncontested ticket. Second violation within 24 months- each resident and other offender receives minimum \$400 plus 3 hours in a restorative justice program for an uncontested ticket. In the event of a hearing a judge may apply: (1) for first violations at least a \$200 fine and required 15 hours of restorative and community service work; and community service work; and (2) for second violations at least a \$300 fine and required 18 hours of restorative and community service work. Third and subsequent offenses are criminal proceedings and carry a \$500 fine.



Updated November 2006 | 1



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## YARD PARKING REGULATIONS

**\*Parking on lawns, yards, walkways, greenbelts and right-of-ways is prohibited by City Ordinance Sec. 20-156 and other regulations.\***

\*(Parking allowed on yards during declared parking ban.)

### **Why enforcement of the lawn parking ban is important:**

Preserving outside green space like lawns, sidewalk “green belts” and tree and planting areas is important because they beautify our neighborhoods, muffle noise, clean the air, give oxygen, slow down storm water and make a healthy environment for all of us.

Erosion of the green space has been shown to increase run-off of toxic products. This “non-point source pollution” has been cited by the EPA as major contributor to pollution of lakes and waterways. Preservation of grassy areas helps to keep Lake Champlain clean and healthy. Please do your part for the Lake!



**Vehicles in Violation are subject to  
Towing and Fines Apply.**

**Please phone our office at 863-0442 if you have questions or need assistance—we are here to help. We appreciate your cooperation.**

*Updated November 2006*



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### SOLID WASTE REGULATIONS

1. **Know the law:** It is unlawful to deposit, leave, permit or allow solid waste to accumulate in front yard or right-of-way locations except when **NEATLY STORED** in covered containers for brief periods (the day of pickup) for removal by an authorized hauler. Bulk solid waste items such as furniture, appliances, refuse piles and similar articles, not neatly stored in covered containers are not permitted in front yard or right of way areas at any time. Solid waste includes garbage, trash, rubbish, recyclables, litter and similar materials.
2. **Check your property:** Have a designated person personally check your property daily for solid waste accumulations. We recommend that an agreement be made with one or more occupants for the responsibility to monitor the premises for solid waste accumulations at any time.



3. **Security deposits and informing tenants and occupants:** We specifically recommend copying this notice to tenants and occupants, informing them of regulations and arrangements, and post this notice in a conspicuous place in the subject premises. Put solid waste and moving-out arrangements in your lease or rental agreement so everyone is clear about solid waste responsibilities. Check with this Office before returning security deposits if you believe there may be fines or costs assessed for solid waste violations at your property.

4. **Make arrangements now:** You are advised to make arrangements well in advance with your waste hauler for special pickup for unusually large waste accumulations and likely accumulations of other household items, bulk items etc. during peak move-out times.
5. **Garbage removed first:** Keep garbage waste clearly separated from other waste and confirm that it is picked up first before other waste.
6. **Waste Storage:** Properties must be kept in a clean and sanitary condition. Make sure trash containers are properly sized to accommodate waste storage. In event of delayed pickup, keep waste out of the front yard, store it neatly at least 20 feet from occupied structures and protect with a tarp or equivalent covering.
7. **Call for more information:** For applicable regulations and special services available for recycling, bulk items pickup hazardous materials, etc. please phone our office at 863-0442 if you have questions or need assistance—we are here to help. We appreciate your cooperation!

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*Updated November 2006*