

How to Complete Your Rental Registration

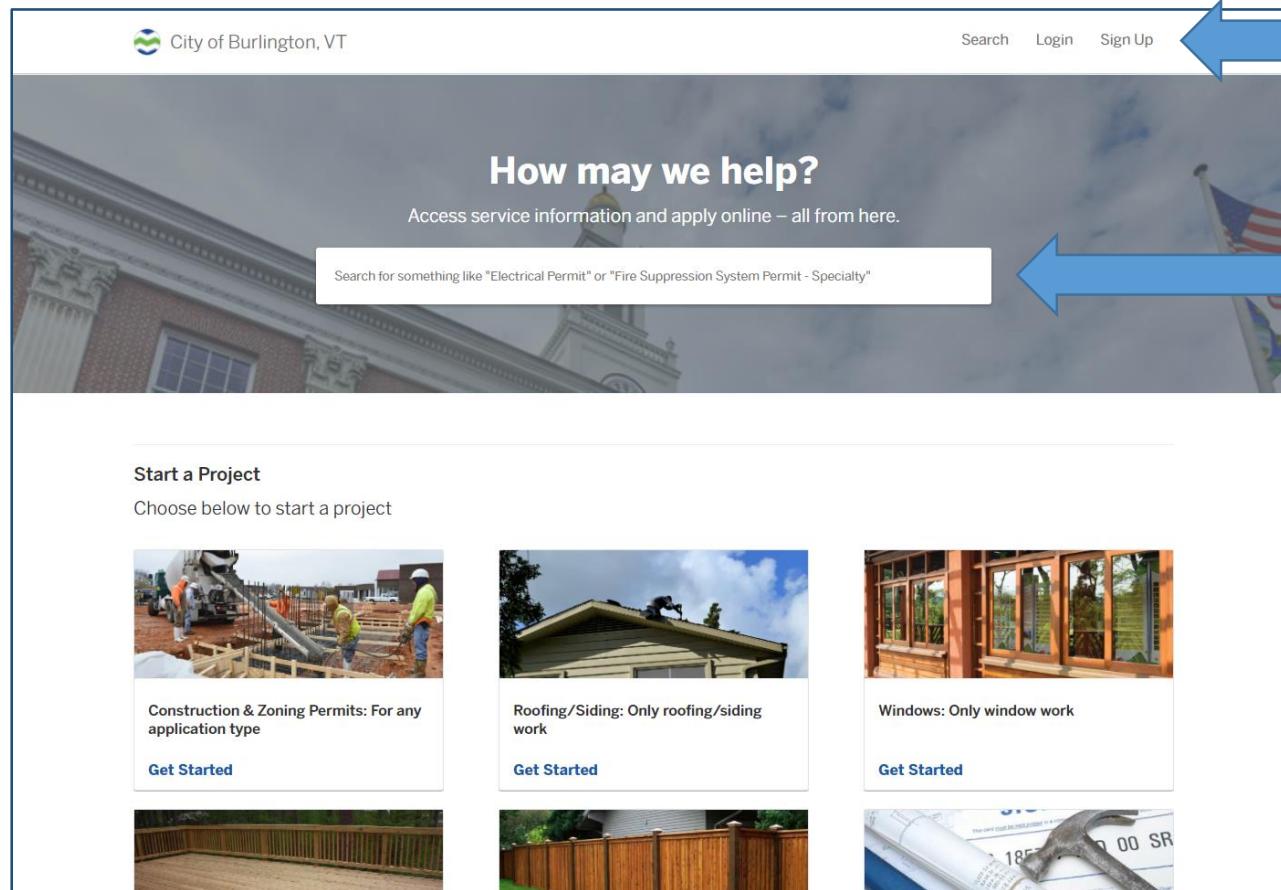
City of Burlington VT

Permitting & Inspections – Housing Division



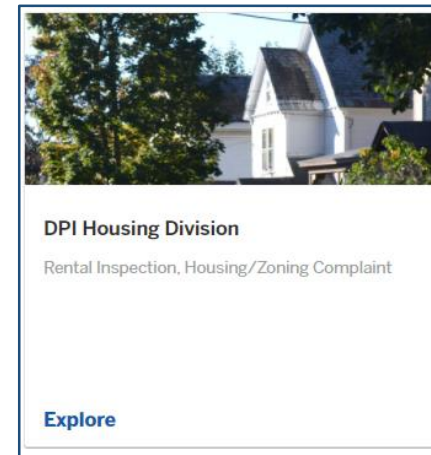
Step One:

Go to <http://burlingtonvt.viewpointcloud.com>



Login or Sign Up.

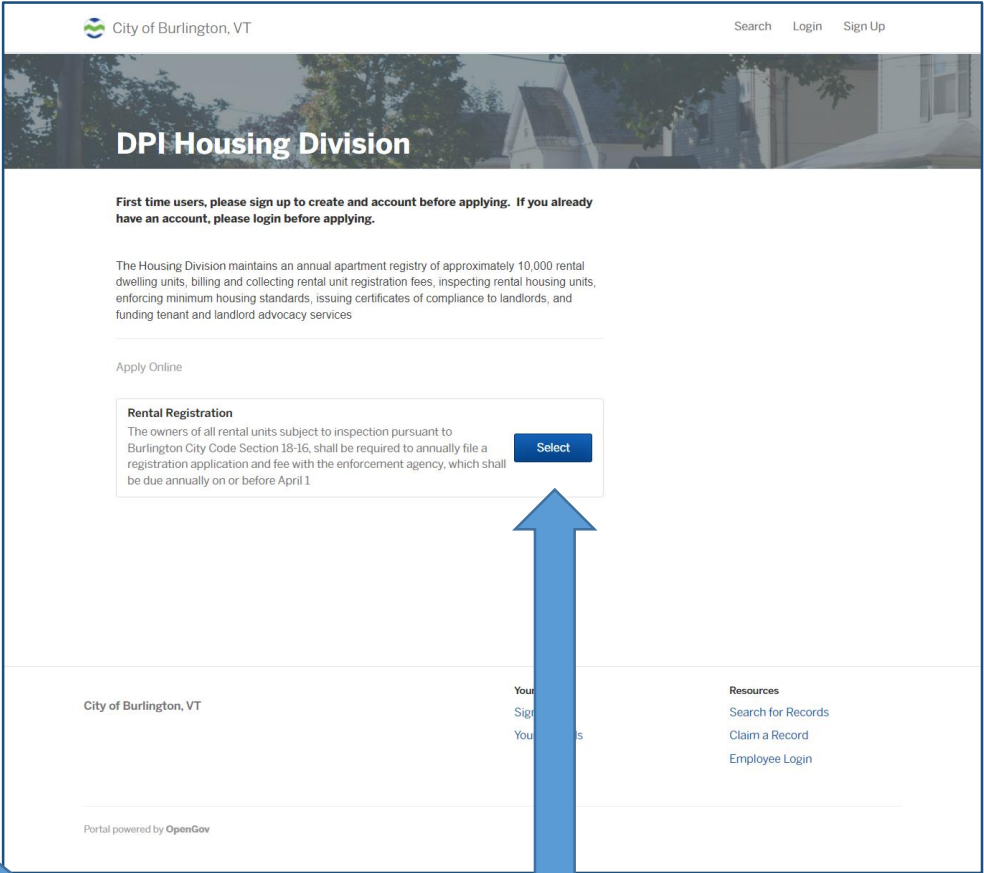
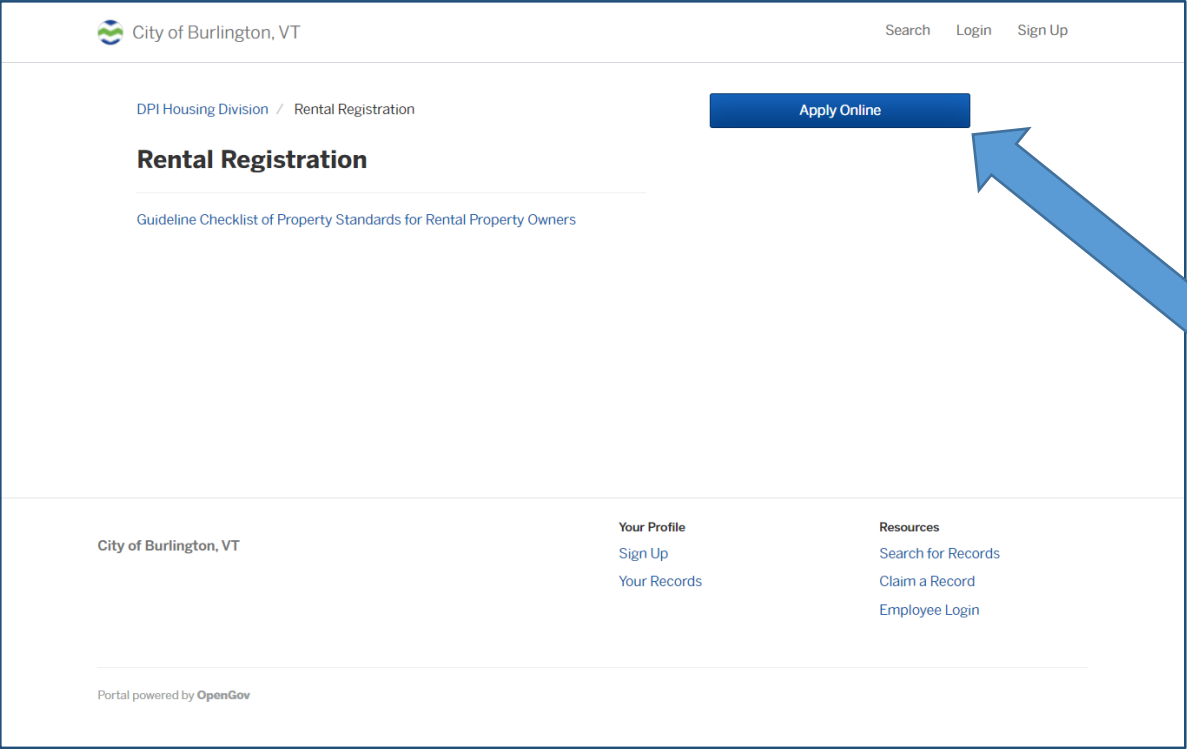
Once logged in, you can either search for 'Rental Registration' in the search bar...



...or scroll down the page to 'DPI Housing Division', and select 'Explore'.

Step Two:

Depending on which screen you see...





Either 'Select' or 'Apply Online'.

Step Three:

Ensure all of your contact information is up to date.

****Note: Need to stop in the middle of your rental registration? Click 'Save Draft and Exit' in the upper right hand corner to save your work. ****

 City of Burlington, VT

My Account Search  Jane ▾

Have a project #?

Rental Registration

Step 1 of 9 · [Save Draft and Exit](#)

Confirm your contact information
Ensure your contact information is up-to-date so that we can get in touch with you if needed.

First Name

Last Name

Email address

Phone Number

Address 1

Address 2 (Optional)

City

State

ZIP/Postal Code

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Revert

City of Burlington, VT

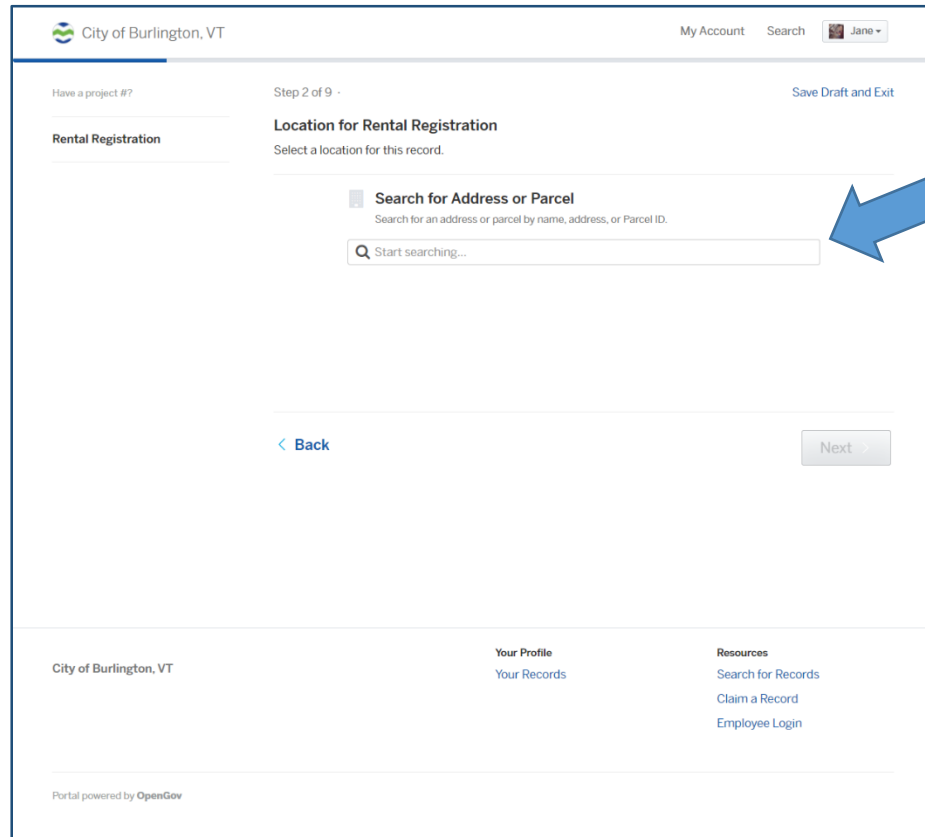
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Step Four:

Search for your property address.



City of Burlington, VT

My Account Search Jane

Have a project #?

Step 2 of 9 - Save Draft and Exit

Rental Registration

Location for Rental Registration
Select a location for this record.

Search for Address or Parcel
Search for an address or parcel by name, address, or Parcel ID.

Q Start searching...

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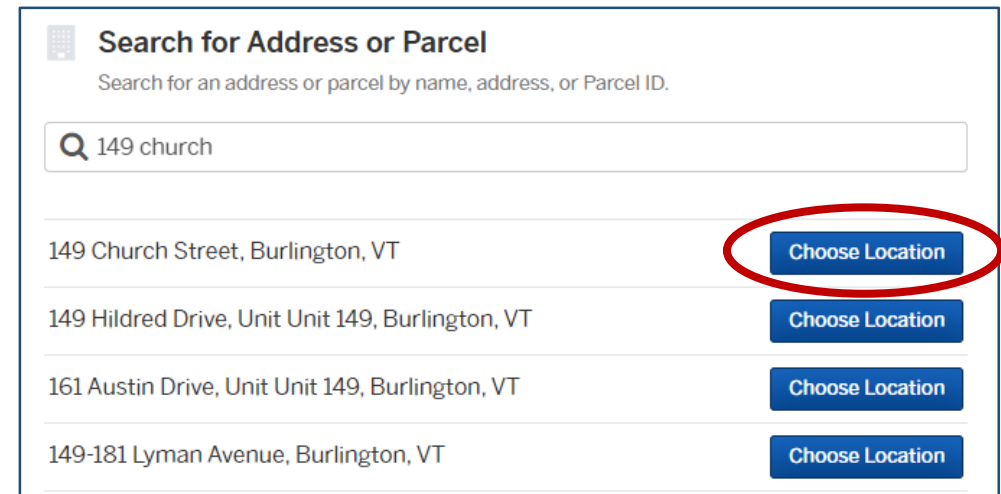
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This is the address on your Tax Bill and linked to the Parcel ID, which can also be used to search for your property.

The system will also pull up similar address. Once you find your address, click 'Choose Location'.



Search for Address or Parcel
Search for an address or parcel by name, address, or Parcel ID.

Q 149 church

149 Church Street, Burlington, VT	Choose Location
149 Hildred Drive, Unit Unit 149, Burlington, VT	Choose Location
161 Austin Drive, Unit Unit 149, Burlington, VT	Choose Location
149-181 Lyman Avenue, Burlington, VT	Choose Location

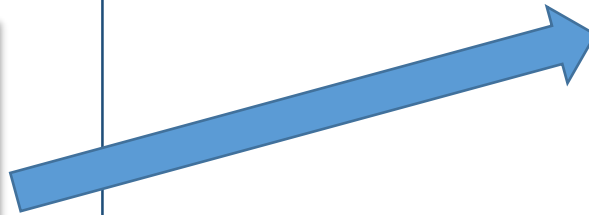
Step Four Continued:

Ensure all your property information is up to date.

You can update the property owner's information – please note this information is public and is generated from the Property Transfer Tax Return in Land Records, or last available information provided to their office.

Need to make changes to the Property Data? You will need to reach out to Land Records.

Once completed, click 'Next.'




City of Burlington, VT

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Have a project #? Rental Registration

Step 2 of 9 Save Draft and Exit

Location for Rental Registration

 523-645 Pine Street
Burlington, VT 05401 [Change Location](#)

Unit
No Unit

Property Owner Information

Name
CITY DPW

Phone Number Email

Street # Street Name Unit
645 PINE ST;

City State Zip Code
BURLINGTON VT 05401

Property Data

Year built	2001	MBL	053-2-004-000
Lot Area	299819	Zoning	E-LM;
Occupancy	E - Exempt	Book Page	
Water		Building Type	Land and Building
		Sewage	

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Step Four Continued:

Read and confirm.

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Step 3 of 9 · Save Draft and Exit

Rental Registration

Rental property owners must provide their actual physical residential address under the "Property Owner information field. If mailing address of owner is different from their actual residential address, provide both. Owners must provide: name, address, date of birth, phone number, email, and military status (active or not). This is required for all owners.

For properties owned by a corporation, partnership, or LLC, provide: official name, principal business address, date of incorporation, phone number, email, and military status of the corporation president and general partners in the Owner information field. Also provide: name of registered corporate/partnership agent, address, phone number, email, and military status of agent.

If owner's official residence is in Chittenden County and they do not wish to designate a Local Property Manager, Service of Process, or Emergency Contact, they must write "same as owner" on the lines provided for that information. Use principal business address of the corporation, LLC, or partnership entity to determine residence.

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

All designees: list day, evening, and cell phone numbers, along with email addresses.

Service of Process designees: date of birth and military status are required.

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You've read everything
and agree?

Click 'Next'.



Step Five:


Complete the property information sheet.

All fields with an asterisk (*) must be completed.

**** What is the 'Special Conditions' Section?**

*This is for any special conditions placed upon the property by land use or other permits; for example, a Zoning Board of Appeals Special Permit. ***

Click 'Next' when done.

 City of Burlington, VT

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Have a project #?

Rental Registration

Step 4 of 9

Save Draft and Exit

Property Information

Property Type *
Select your option

Short Term Rental? *
Select your option

Number of Residential Units *

Number of Rental Units *

Is this Property Owner-occupied? *
Select your option

How is the Property Heated? *
Select your option

Maximum Number of Allowed On-Site Parking Spaces *

Number of Occupant Vehicles Parked On-Site *

Special Conditions (if known)

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Step Six:

Primary Owner Information

The primary owner is the **main point of contact** for Code Enforcement rental registrations bills, orders and other forms of communication.

Complete all fields with an asterisk (*).

****Are you the owner and pay the rental registration, but have someone else manage the property? Don't worry, we'll get to that on the next page. ****

****If you pay for the rental registration **and** manage the property, please put yourself down as the primary owner – just be sure you kept the owner's information in Step Four!****

City of Burlington, VT

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Have a project #?

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Step 5 of 8

Save Draft and Exit

Primary Owner

The Primary Owner and recipient of this bill is designated as the contact person for Code Enforcement bills, orders and other communications if the property has multiple owners. All owners on City Assessor records are reflected included in our property record.

Owner Name *

City of Burlington

Email Address

Street Address *

645 Pine Street

City/State/ZIP *

Burlington, VT 05401

Primary Phone Number *

Alternate Phone Number

Does the owner reside in Chittenden County?

Select your option

Will the owner be the Property Manager of this property? * ⓘ

Select your option

Will the owner be the Service of Process Contact * ⓘ

Select your option

Will the owner be the Emergency Contact? ⓘ

Select your option

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Step Six Continued:

Primary Owner Questions

Does the owner reside in Chittenden County?

Select your option

Will the owner be the Property Manager of this property? * ?

Select your option

Will the owner be the Service of Process Contact * ?

Select your option

Will the owner be the Emergency Contact? ?

Select your option

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Your Property Manager, Service of Process and Emergency Contact can all be the same person as long as they reside within Chittenden County.

You will need to answer these questions in order to continue.

If you are the owner and do not reside within Chittenden County, you must answer 'No' on the first question and provide a property manager, or your registration will be flagged for review.

Are you the owner and pay the rental registration, but have someone else manage the property? On 'Will the owner be the Property Manager of this property?' select 'No' and proceed to the next question.

What is a Service of Process?

A Service of Process will be someone authorized to receive legal documents on your behalf. **They must reside in Chittenden County.**

What is an Emergency Contact?

Your emergency contact is exactly that – someone you authorize to respond in case of emergencies, such as 911 calls to the property.

Step Six Continued:

Does the owner reside in Chittenden County?

Yes ▼

Will the owner be the Property Manager of this property? * ⓘ

No ▼

Will the owner be the Service of Process Contact * ⓘ

Yes ▼

Will the owner be the Emergency Contact? ⓘ

Yes ▼

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Answered all the questions?
Click 'Next' when done.

If you answered 'No' to the questions
concerning the Property Manager,
Service of Process and Emergency
Contact...

*If you answered 'Yes' to all the questions, click 'Next' and
proceed to Step Seven.*

Step Six Continued:

 City of Burlington, VT

My Account Search Jane▼

Have a project #?

Rental Registration

Step 6 of 9 · Save Draft and Exit

Property Manager Information

Must reside in Chittenden County and be either owner or an agent authorized to represent owner for compliance matters; can be same as Service of Process and/or Emergency Contact

Is the property manager an individual or a company? *

Select your option ▼

Property Manager Address *

Property Manager City/State/ZIP *

Property Manager Email Address

Property Manager Primary Phone Number *

Property Manager Alternate Phone Number

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...You'll be taken to a new page to provide all of their information.

Once complete and hit 'Next' to proceed to the Service of Process and/or the Emergency Contact until all information is completed.

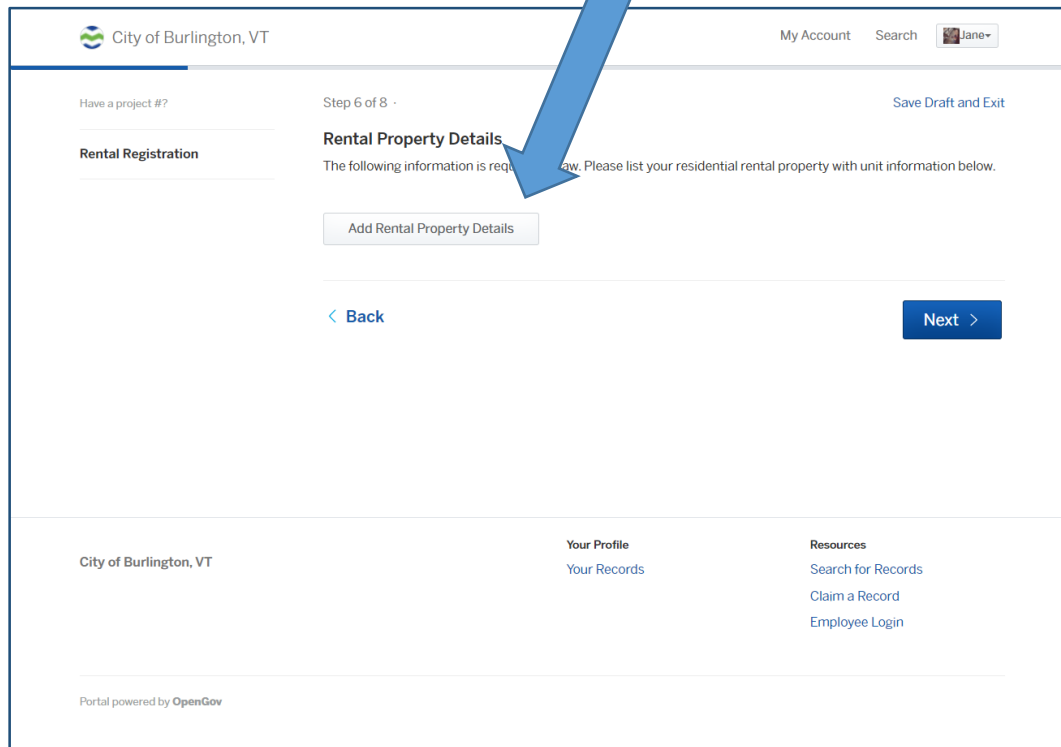
If you answered 'Yes' to all the questions, click 'Next' and proceed to Step Seven.

Step Seven:

Rental Property Details

More than four units? We recommend you go to Step Eight to upload a paper copy of the Property Details form.

Click on 'Add Rental Property Details...'



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Have a project #?

Step 6 of 8 · Save Draft and Exit

Rental Registration

Rental Property Details

The following information is required. Please list your residential rental property with unit information below.

[Add Rental Property Details](#)

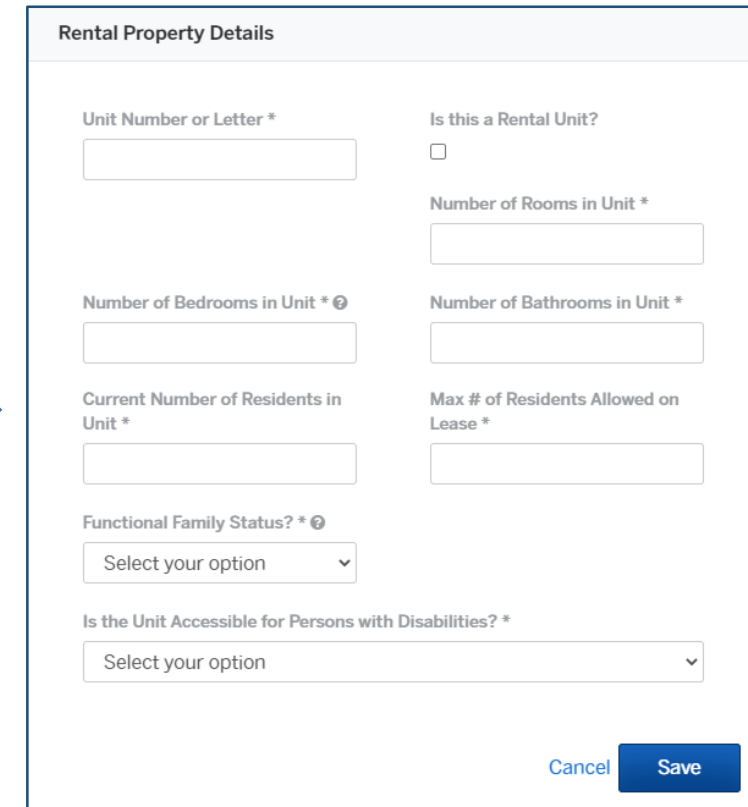
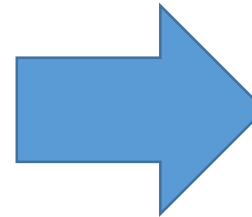
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Rental Property Details

Unit Number or Letter *

Is this a Rental Unit? ☐

Number of Rooms in Unit *

Number of Bedrooms in Unit *

Number of Bathrooms in Unit *

Current Number of Residents in Unit *

Max # of Residents Allowed on Lease *

Functional Family Status? *

Is the Unit Accessible for Persons with Disabilities? *

[Cancel](#) [Save](#)

To add information about each unit in your property.

Step Seven Continued:

Applicant Signature

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Step 7 of 8 · Save Draft and Exit

Applicant Signature

I certify that this application has been examined by me, and is, to the best of my knowledge and belief, true, correct, and complete.

I have agreed to submit this application by electronic means. I understand that an electronic signature has the same legal effect and can be enforced in the same way as a written signature. By checking this box and typing my name, I am electronically signing my application. *

☐

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You are certifying that the application has been examined, and is, to the best of your knowledge and belief, true, correct, and complete.

Click on the check box to sign the form, then click 'Next' to continue.

Step Eight:

Upload Any Attachments

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Step 8 of 8

Save Draft and Exit

Attachments

Include any additional files with your submission. Any box marked "Required" is required to submit your application. Please note the maximum allowed file size for any upload is 100 MB.

Attachment	File
Paper Application Paper application scan, if application done on paper.	No file uploaded
<div>Add attachment</div>	

Upload

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You can upload the paper application (if completed) or the Property Information Sheet for our records.

Need the Property Information Sheet?
[Click Here](#)

Step Nine:

Final Review

Review all information to ensure it is correct. If it is...

Click 'Confirm and Submit'.
Congrats, you just finished the
information section!

City of Burlington, VT

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Have a project #?

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Confirm your submission

Please ensure you've filled everything completely and accurately, then click "Confirm and Submit" below.

Save Draft and Exit

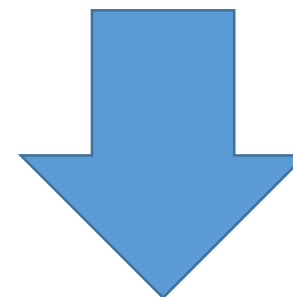
Contact Information

Edit ...

Email address
email@email.com

Phone Number
802-000-0000

Mailing Address
645 Pine Street , Burlington, VT 05401



I certify under possible penalty of perjury under the laws of this jurisdiction that the preceding information is true and correct.

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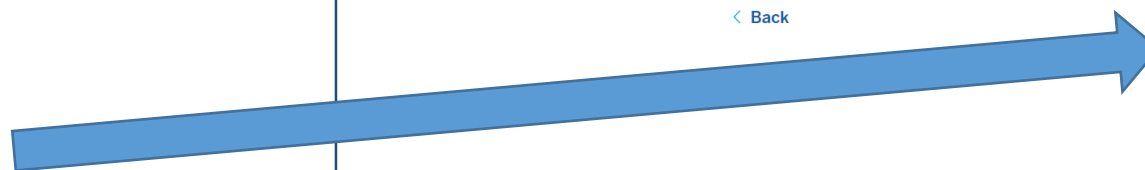
Confirm and Submit >

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Step Ten:


Payment

You have three payment options:
Credit card,
Bank account,
(extra fees will apply for these two options,
you will see the processing fees below each.)


Or cash/check sent to our offices – our
address is provided on this page.

If you owe any prior years, your rental
registration will be flagged and you will be
notified of remaining fees.

You can also check your property on
OpenGov for a 'Past Due Fees' folder.

City of Burlington, VT


[My Account](#) [Search](#)

Jane

Rental Registration

RB-6

[Your Submission](#)
[Attachments](#)
[Guests \(0\)](#)

 Rental Permit Fee

[Housing Admin Review](#)

[Rental Registration License Issuance](#)

Rental Permit Fee

Due Now. Please make a payment in order to continue.

Thank you for your application. Once payment is received, your application will be reviewed by Inspection Services and your Rental Permit will be issued after review.

To pay by check, please mail the check to:

Burlington Code Enforcement
Attn: Rental Registration
645 Pine Street
Burlington, VT 05401

Please put in the memo line your record number which starts with "RB" and can be found on the top left hand corner of the screen.

Please DO NOT mail cash to Code Enforcement or City Hall for payment. We cannot accept it and your payment will be returned.

Rental Registration

Burlington Rental Registration Fee	\$110.00
Total Fee Amount	\$110.00

Payment Method

☐ Pay with a Credit Card
\$4.28 processing fee

☐ Pay using your bank account
\$5.50 processing fee

☐ Pay with check, cash, or another method
No processing fee

Amount Due

\$110.00

Total Payment Amount

\$110.00

Ask a question about this

Send Message


Final Result:


Once completed and payment is accepted, you will be able to print your Rental Permit signifying that all fees are paid and the property is registered with our office.

Note that this is **separate** from a minimum housing inspection.

You're all set!



 City of Burlington, VT

My Account Search  Jane

Rental Registration
RB-3

[Your Submission](#)
[Attachments](#)
Guests (0)

✓ Rental Permit Fee

✓ Housing Admin Review

✓ **Rental Permit Issuance**

Rental Permit Issuance

Issued. Your document is ready.

Issued: Feb 7, 2022**Expires:** Mar 30, 2022

Print your document
Print this document and retain for your records.
[Print Document](#)

Ask a question about this

[Send Message](#)

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Any further questions?
Please give our office a call at 802-863-0442.

- Guide by Cara Simoneau,
Housing Administrator for the City of Burlington, VT

