BUILDING AND INSPECTIONAL SERVICES INSTRUCTIONS

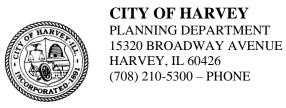
ANNUAL RENTAL OCCUPANCE INSPECTION

- 1. Fill out application, attached; please ensure that the following information is included:
 - a. Property Address (including unit #, if applicable)
 - b. Owner's Name, Address, Telephone Number, and Email Address
 - c. Tenant's full name and number of people residing in property, per unit (if applicable)
 - d. Provide Copy of Owner's Driver License (attach copy to application)
 - e. Attach a copy of current Lease(s)
 - f. Property must be free of any violations/ticket prior to inspection
 - g. Attach copy of completion of the Crime Free Housing Course facilitated by the police, fire and planning departments.

2. Fees

- a. \$150.00 fee, initial inspection
- b. \$25.00 for additional units if inspected during the primary unit inspection
- c. \$100.00 for all re-inspections
- d. \$25.00 for additional units if reinspected <u>during</u> the primary unit reinspection
- e. \$100.00 for each scheduled inspection where access is not permitted
- 3. Scheduling of Inspections: ALL PAPERWORK FROM FIRST AND SECOND STEP MUST BE SUBMITTED PRIOR TO SCHEDULING INSPECTION, EXCEPT VACANT UNITS.
 - a. Inspections should be completed prior to the expiration of the current certificate
 - b. An **ADULT** (18 years or older) must be present for the inspection
 - c. ALL REPORTS FOR VACANT UNITS WILL BE COMPLETED AND MAILED OUT WITHIN TEN WORKING DAYS FROM THE DATE OF INSPECTION PENDING ALL PAPERWORK HAS BEEN SUBMITTED. SIGNING THE INSPECTION REQUEST FORM ACKNOWLEDGES THAT YOU UNDERSTAND THIS AND NO EXCEPTIONS CAN BE MADE.
- 4. Correction of any Building/Property Maintenance Code Violations
 - a. All items must be correct and re-inspection conducted to verify compliance before the Inspector will ok unit(s) for occupancy.

THE TENANT AND THE OWNER MUST SIGN UP FOR WATER AND COMPLY WITH WATER DEPARTMENT PROCEDURES

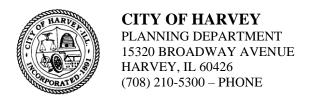


PLEASE ATTACH LEASE WITH THIS APPLICATION

Amount Due (see instruct	tion sheet):	Property Owner:	
Property Address:			
		OWNER INFORMATION	
Address:			
			State: Zip:
Phone Number:		cell home other	Email:
Type of Property:	Single Family	Townhouse	Duplex
	Condominium	Apartment Building	Owner occupied
Number of Dwelling Uni	ts	Total Nur	mber of Occupants:
MANAGER/M	ANAGEMENT COMPA	ANY OR OWERNERS DESIG	NATED AGENT (if different from owner)
Property Management Fin	rm:		
			State: Zip:
•			
Emergency Contact:			nergency Phone:
Notification needs to be s being owner occupied or		Harvey in writing if property is	no longer a rental. Please indicate if property is
If new Manager, Manage	ment Company, or key	holder change, please fill out a r	new application so that we can update our data base.
I hereby certify that the inmy responsibilities:	nformation contained in	this application is true and corre	ect to the best of my knowledge and I understand
Applicant Name (Printed	/Typed)	Signature	
Applicant's Title/Position	 1		

PERMITS EXPIRE 1 YEAR AFTER ISSUANCE UNLESS TENANT CHANGES.

(Please Print)



CRIME FREE LEASE ADDENDUM

Keep Illegal Activity Off Rental Property

In consideration of the execution or renewal of a lease of the dwelling unit identified in the lease, OWNER AND TENANT AGREE AS FOLLOWS: Tenant, any members of the tenant's household or a guest or other persons affiliated with the tenant:

Tenant Name:	
Address:	
	ated criminal activity, on or near the said premises. "Drug ale, distribution, use or possession with intent to manufacture, defined in Section 102 of the Controlled Substance Act (21
2. Shall not engage in any act intended to facilitate crimina	al activity.
3. Shall not permit the dwelling unit to be used for, or to far engaging in such activity is a member of the household, or	acilitate criminal activity, regardless of whether the individual a guest.
4. Shall not engage in the unlawful manufacturing, selling substance at any location, whether on or near the dwelling	using, storing, keeping, or giving of an illegal or controlled unit premises.
	nibited in, including but not limited to the unlawful discharge breach of the lease agreement that otherwise jeopardizes the
• •	OR IMMEDIATE TERMINATION OF TENANCY. A ndum shall be deemed a serious violation and a material and violation shall be just cause for immediate termination of the
7. In case of conflict between the provisions of this addendum shall govern.	lum and any other provisions of the lease, the provisions of
8. This LEASE ADDENDUM is incorporated into the lea	se executed or renewed this day between Owner and Tenant.
Tenant Signature:	Date:
Owner's/Manager Signature:	Date:

Rental License Renewal - Checklist

BA	ASIC	FEE Commercial - \$300.00 Residential - \$150.00 includes one inspection \$25.00 for each additional unit if inspected at the same time \$100.00 for each additional reinspection \$25.00 for each additional unit if reinspected at the same time \$100.00 if no access at the time of the scheduled inspection					
ΑF	PLI	CANT'S NAME:					
ADDRESS:		ESS: EMAIL:					
No	ote: I	Renewal applications are due on each one-year anniversary or when re-rented.					
	1.	Complete Rental License Renewal Application. A copy of the form and related paperwork is available at the Planning Department or online.					
	2.	Bring application to Planning Department with the following information: Copy of owner's driver's license Name of tenant					
	3.	. Planning Department will calculate renewal fee and notify applicant.					
	4.	Applicant is given a fee statement or invoice for the fee.					
	5.	Applicant pays fees at the Water Department.					
	6.	Applicant schedules an inspection with the Planning Department. Inspection date should be prior to current certificate expiration. An adult (18 years or older) shall be present for the inspection.					
	7.	If inspection fails, go to the Planning Department to obtain a building permit.					
	8.	A Crime Free Lease Addendum shall be signed by the tenant and landlord and submitted.					
	9.	Proof of completion of the Crime Free course facilitated by the police, fire, and planning departments.					
	10.	The owner and tenant shall sign up with the Water Department.					
	11.	When work complete, applicant schedules a reinspection.					
ΑĮ	plic	ant signature:Date:					
No	ote:	The above information becomes part of the permit application and compliance is required.					