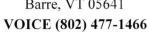
INSPECTION / CODE ENFORCEMENT DIVISION

Office of Planning & Zoning ~ 6 N. Main Street, Suite 7 Barre, VT 05641





Instructions for Completing the Annual Rental Registry Invoice PLEASE TAKE THE TIME TO READ THIS SHEET

You are receiving this rental program invoice because you are either registered with the city as having one or more rental units in your structure, or you own a single family home which is being rented out. Also, you will notice that the fee per rental unit has gone up. It is now \$40.00 per unit and will go up in increments of \$5.00 per year over the next 3 years.

Your notification is required ANNUALLY based on City Records. Even if you haven't rented or used the apartment for a long time, or it is a part of the home, we still need to be notified. The information on the following sheet is from last year - PLEASE MAKE ANY CORRECTIONS REQUIRED, thank you.

- If the Owner resides in one of the units, that unit is exempt
- If you've not rented the apartment, or are using it as part of your primary home, you must still notify the City annually as to what is occurring. No fees will be due but notification is necessary.
- Check the number of units listed as it is what we have in the system. If it is the number 1, then this could be a rented single family home, or accessory apartment.
- Should you decide you no longer want to be in the rental program, receive these notices and convert your multi-family dwelling to a single family home. Then you must contact the Planning & Zoning office and complete a Change of Use form and do some kind of work inside so that there is no evidence of an additional apartment.
- If the rental unit will be vacant for the ensuing year, payment is not due. If you intend on renting it or let someone stay for 30 days or greater the rental fee is due.
- If the rental unit is occupied by ANYONE OTHER THAN THE OWNER OF RECORD, the rental fee is due regardless of lease, rent money, etc.
- If you have multiple buildings/invoices you can write one check for all units.

You are being invoiced in May with the paperwork and annual fees due no later than June 30, 2017. You will be invoiced two more times with a delinquency invoice and appropriate late fees, once in August and again in September. After November 1, 2017, we will issue you a Municipal Complaint Ticket (similar to a DMV traffic ticket) for \$150 with a waiver fine of \$100. Your Rental Program Invoice amount is still due, in addition to the ticket. Lastly, your property may be liened if the invoice remains unpaid.

Failure to complete and return the Registration information in a timely manner is a violation of the Ordinance and will result in Municipal Tickets. Your notification is necessary.

Further information can be found on the City website at www.barrecity.org/Building and Housing/Rental Inspection Program/



Rental Registry Invoice

Office of Planning & Zoning 6 N. Main Street Suite 7, Barre, VT 05641 (802) 477-1466

1			
1			

Property Address:	Property Tax ID #:						
Number of rental units							
1. Verify this property is:	☐ Single family	home 🗆 (Owner-Occu	pied single family	home w/ accessory apt		
	☐ Duplex (two	units)	☐ Mult	i-family (3 or mor	e Units)		
Description (This form	Total						
A.)Total units from City Recor							
B.) Sub tract total number of	exemptions (owne	er occupied, v	acant, non-	·use)			
C.)Total number of registered	d units in the Renta	al Housing Pr	ogram (Line	A minus line B)			
D.)Total registered units at \$4	40.00 per unit (Line	e C times \$40	0.00)				
Amount Due by Jun				\$			
2. Property Owner Informa Property Owner:	ation: <u>(Please comp</u>	lete this sect		tirety)			
Troperty 5 when							
Mailing Address:	Mailing	ng Address (if other than PO or if different than at left):					
City:	State:		Zip:	Zip:			
Daytime Telephone:	After Hours	Telephone:		Mobile Telephone:			
Property Manager, Name and Ph	one Number <u>If appli</u>	cable: (If nor	ne, please wri	te in "N/A"):			
Please submit this form with 2017 and return to Planning made after June 30th will be each rental unit.	and Permiting D	epartment,	6 N. Main	St, Ste. 7, Barre,	VT 05641, payments		
I have read and understand the form must be completed as re- under oath that by signing be according to Vermont Law, it	equired by Barre C clow, all aforement	City Chapter ioned statem	7 Minimum ents in this	Housing Standar Registry are true,	rds Ordinance. I state		
Owner Printed Name		Owner Signature			ate		