



RENTAL HOUSING REGISTRATION FORM

City of Martinsburg Rental Housing Code - Ordinance 99-07

DATE: _____

CASHIER MUST NOT PROCESS UNLESS COMPLETED BELOW	
<input type="checkbox"/>	APPLICATION HAS BEEN REVIEWED BY PLANNING STAFF: _____
<input type="checkbox"/>	FEE TOTALED BY: _____
<input type="checkbox"/>	THIS APPLICATION IS AUTHORIZED FOR PROCESSING

INSTRUCTIONS: Applicant is to fill out entire form and submit application to the Planning Department office. Once the application is verified for content and accuracy, the cashier may accept payment of fees.

DWELLING LOCATION: _____

FEES: _____ \$25.00 per house
 _____ \$25.00 per apartment (five or less) _____ \$15.00 per apartment (six or more)
 _____ \$15.00 per sleeping room (home with roomers)

City Business License Number: _____

FEE SUBMITTED: \$ _____

OWNERS NAME: _____
 ADDRESS: _____
 PHONE #: _____
 EMAIL: _____

PROPERTY MANAGER OR EMERGENCY CONTACT (if different from owner)

NAME: _____
 ADDRESS: _____
 PHONE #: _____
 EMAIL: _____

CONSENT TO INSPECT GIVEN / NOT GIVEN (Circle one): _____
Signature of Owner/Manager/Agent

For City Use: Tax Map: _____ Parcel: _____ Zoning: _____

<p>NOTE: REGISTRATION IS VALID FOR A PERIOD OF THREE (3) YEARS. However, Section 1781.07 requires any change regarding the owner, agent, operator, manager or other contacts to be registered with the City within thirty days of change. It is a misdemeanor to fail to maintain current and valid information found within this application.</p>

The Housing Inspector will conduct an inspection of the rental property before the letter of compliance is issued.

CITY OF MARTINSBURG • 232 NORTH QUEEN STREET • MARTINSBURG, WV 25401
 PHONE (304) 264-2131 • FAX (304) 264-2136

ORIGINAL COPY - PLANNING DEPT • YELLOW COPY - CASHIER • PINK COPY - CUSTOMER