

City of Port Republic

Construction Office

Rental Registration Application

TYPE OF INSPECTION – (Check One)

Summer Rental:
Winter Rental:
Yearly Rental:
Rental Re-inspection:

Today's Date: _____

Property Address: _____

Property Owner: _____

Address: _____

Contact Person: _____

Cell Phone: _____

Email: _____

Property Information:

Vacant: _____ Occupied: _____

Heat: Gas ___ Elec ___ Oil ___ Geo ___

H/W Heater: Gas ___ Elec ___ Oil ___ Geo ___

Stove: Gas ___ Elec ___

Fireplace: Gas ___ Wood ___ N/A ___

Garage: Attached ___ Detached ___ N/A ___

Inspection Fee: \$100.00 Re-Inspection Fee: \$35.00

Payable to the City of Port Republic

Amount:
Check #:
Date:

Port Republic Rental Checklist

- **PROPERTY REGISTRATION submit all through the Port Republic Construction Office**
 - Registration Form completely filled out & submitted
 - Current Insurance on file
 - Payment processed
 - Lead certificate (if required)
 - Taxes/Water/Sewer up to date
 - Inspection scheduled

- **RENTAL INSPECTION follows the 2018 International Property Maintenance Code**

Interior

- Functioning Smoke alarms less than 10 years old (Hard-wired or 10-year sealed unit) *once unit is HW it must remain HW, any unit not HW must be 10 yr sealed lithium.
- Functioning Carbon monoxide alarms installed in units with gas or attached garage *In hallway within 10 feet of all bedrooms & each level
- Hot water heater/furnace clear (3 feet) of boxes/junk/combustible material
- HW heater has an extended pressure relief valve within 6 inches of the floor
- All exits (egress) free from obstruction
- All doors open/close with ease, also close and lock
- All windows open and stay open, also close and lock
- No broken/cracked windows
- Window screens free from holes/tears
- Stove is clean and functional with all burners operating
- Interior walls, ceilings & sills clean and free from peeling paint
- Floors structurally sound clean & in good condition
- Handrails and railings firmly attached with no loose or missing spindles
- All light fixtures have proper globes/diffusers/covers
- Working GFI outlets in kitchen & bathroom (outlets >6' from water source)
- All outlets, switches & panel boxes have covers
- Working exhaust fan or window in bathrooms

Exterior

- Each Unit have address numbers visible from the street
- Grounds shall be clean of debris, high grass/weeds
- Siding, brick or paint free from damage or deterioration
- All rubbish stored appropriately and removed regularly
- Roof, chimney, downspouts & gutters maintained in good repair with no leaks
- Doors, windows porches & decks are maintained in good/safe condition
- Handrails/guardrails maintained & firmly fastened
- Property free from any infestation (insects/rats & other stray animals)
- Vehicles properly registered and stored
- Accessory structure (garage/shed/fences) structurally sound and in good repair