

**CITY OF ELKINS RENTAL REGISTRATION PROGRAM
CERTIFICATE OF USE AND OCCUPANCY APPLICATION**

UNIT INFORMATION

Street Address: _____ Unit No: _____

Number of Units (Apartments) in the building: _____

This unit is located on the following story:

First Floor _____ Second Floor _____ Third Floor _____

Basement _____ Other (Specify) _____

OWNER INFORMATION

Name of Owner: _____

Mailing Address: _____

City & State: _____

Phone/Area Code: Home # (____) _____ Work (____) _____ Cell (____) _____

Email: _____

CONTACT INFORMATION

Contact Name: _____

Phone/Area Code: Home # (____) _____ Cell # (____) _____

Mail Certificate To: _____

I acknowledge that Elkins City Code requires that access be provided to all areas of any structure containing rental dwelling units. I agree to provide such access and to schedule inspection(s) on or before the expiration date of the current Certificate of Use and Occupancy.

Owner's Signature: _____ Today's Date: _____

- 1) Use a separate form for each unit (house or apartment).
- 2) Registration Fee is \$30.00 per unit.
- 3) Maximum of \$150 per apartment building
- 4) A \$10.00 fee will be assessed for missed appointments.
- 5) Please make checks payable to:
City of Elkins, 401 Davis Avenue, Elkins, WV 26241
There will be a \$25.00 fee for all returned checks

THIS SECTION FOR OFFICE USE ONLY

Received by: _____

Date Received: _____

Fee Amount: _____

No: _____