

# 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 # (\_\_\_\_) \_\_\_\_\_ Work (\_\_\_\_) \_\_\_\_\_

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: \_\_\_\_\_