



# RENTAL HOUSING REGISTRATION FORM

City of Martinsburg Rental Housing Code - Ordinance 99-07

DATE: \_\_\_\_\_

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

<p><b>City Business License Number:</b></p> <p>_____</p>
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FEE SUBMITTED: \$ \_\_\_\_\_

OWNERS NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

PHONE #: \_\_\_\_\_

PROPERTY MANAGER OR EMERGENCY CONTACT (if different from owner)

NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

PHONE #: \_\_\_\_\_

CONSENT TO INSPECT GIVEN / NOT GIVEN (Circle one): \_\_\_\_\_

*Signature of Owner/Manager/Agent*

For City Use: Tax Map: \_\_\_\_\_ Parcel: \_\_\_\_\_ Zoning: \_\_\_\_\_

<p><b>NOTE: REGISTRATION IS VALID FOR A PERIOD OF THREE (3) YEARS.</b> 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>
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**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

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