

CITY OF WARREN
RENTAL INSPECTIONS DIVISION FEE
EFFECTIVE MARCH 1, 2023

Registration for Initial/Renewal Rental License (single family dwelling)	\$200.00
Registration for Initial/Renewal Rental License (multi-family dwelling)	\$300.00
Failed <u>Interior and Exterior</u> Inspection	\$150.00
Failed <u>Interior</u> Inspection Only	\$100.00
Failed <u>Exterior</u> Inspection Only	\$ 75.00
Failure to Appear for Rental Inspection / Lock Out	\$100.00
Registration (Group Home)	\$ 95.00
Cancelled Inspection (less than 24 hour notice)	\$ 75.00
Late Renewal Fee	\$ 75.00

UNLESS REQUIRED BY LAW, OR ORDERED TO DO SO BY A COURT OR GOVERNMENT AGENCY, THE CITY WILL NOT RELEASE PRIVATE INFORMATION PROVIDED ON ALL DOCUMENTS.

RENTAL INSPECTION APPLICATIONS **WILL NOT** BE PROCESSED AFTER 4:30 P.M.

WE **WILL NOT** PROVIDE COPIES OF YOUR DOCUMENTS.

THE APPLICANT IS RESPONSIBLE FOR SUBMITTING ALL OF THE REQUIRED PAPERWORK. **THE CITY WILL NOT PROCESS ANY APPLICATION THAT DOES NOT CONTAIN ALL REQUIRED INFORMATION.**

IT IS THE APPLICANT'S RESPONSIBILITY TO ENSURE THAT THE RENTAL INSPECTIONS DIVISION RECEIVES A COMPLETE APPLICATION BEFORE THE EXPIRATION OF THE PREVIOUS RENTAL LICENSE.

NO EXCEPTIONS!

FAILURE TO SUBMIT AN APPLICATION OR SUBMITTING AN INACCURATE, INCOMPLETE, ILLEGIBLE, OR FALSIFIED APPLICATION MAY AFFECT CITY PERMITS, LICENSES, OR OTHER PERMISSIONS. SUBMITTING A FALSIFIED APPLICATION IS A MISDEMEANOR OFFENSE.

IF YOU ARE EVICTING YOUR TENANT(S), WE REQUIRE A COPY OF THE EVICTION PAPERWORK. IT IS THE OWNER'S / RESPONSIBLE LOCAL AGENT'S RESPONSIBILITY TO KEEP US UPDATED ON THE STATUS OF THE EVICTION.

THE LEGAL OWNER(S) OR THE RESPONSIBLE LOCAL AGENT ARE OBLIGATED TO SUBMIT AN UPDATED TENANT FORM WHEN A TENANT TAKES POSSESSION OF THE PREMISES, A TENANT VACATES THE PREMISES OR A RENEWAL APPLICATION OF A RENTAL LICENSE IS FILED.

IF THE PROPERTY IS VACANT AND WILL NOT BE A RENTAL, THE PROPERTY MUST BE REGISTERED VACANT WITH THE PROPERTY MAINTENANCE INSPECTIONS DIVISION (VPR).

IT IS THE OWNER'S RESPONSIBILITY TO NOTIFY THE RENTAL INSPECTIONS DIVISION AND ASSESSING DEPARTMENT WITH ANY PROPERTY TRANSFER, NAME OR ADDRESS CHANGE.

INSPECTION DATES WILL NOT BE SCHEDULED UNTIL PAPERWORK IS PROCESSED AND FEES ARE PAID.

RENTAL PROPERTIES MUST BE INSPECTED WITHIN **30** DAYS OF THE APPLICATION SUBMITTAL.