



Rouss City Hall  
 15 North Cameron Street  
 Winchester, VA 22601

Telephone: (540) 667-1815  
 FAX: (540) 722-3618  
 TDD: (540) 722-0782  
 Website: www.winchesterva.gov

## RENTAL HOUSING APPLICATION

Property Address: \_\_\_\_\_ Unit # (s) \_\_\_\_\_

**Required Information:** Prior Use of property - Commercial / Residential / Mixed Use

**Owner**

Name: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 City, State: \_\_\_\_\_  
 Telephone: \_\_\_\_\_  
 Email: \_\_\_\_\_

**Managing Agent / Responsible Person**

Name: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 City, State: \_\_\_\_\_  
 Telephone: \_\_\_\_\_  
 Email: \_\_\_\_\_

Please describe the Dwelling Unit(s) on the Property: (select one)

<u>Type of Unit</u>	<u>Constructed/Converted</u>	<u># Units</u>	<u># Bedrooms per unit</u>
<input type="checkbox"/> Single Family	n/a	1	
<input type="checkbox"/> Duplex (2 Units)			
<input type="checkbox"/> Multi-family			
<input type="checkbox"/> Other: Explain			

**It is the owner’s responsibility to call the Inspections Department at (540) 667-1815 and schedule the required inspection within 30 days.** A property representative must be present during the inspection. All inspection fees must be paid prior to the scheduled inspection date.

Owner/Agent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Office Use Only: Number: \_\_\_\_\_ Issued: \_\_\_\_\_ Due: \_\_\_\_\_

07/2019

*“To provide a safe, vibrant, sustainable community while striving to constantly improve the quality of life for our citizens and economic partners.”*