



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 NOTIFICATION

Number: _____ (Office Use)

Owners of residential rental dwelling units located within a Rental Inspection District are required to provide this notification within 60 days of receiving notice or within 30 days of the property’s sale or transfer of title.

Property Address: _____ Unit # (s) _____

Owner

Name: _____
 Address: _____
 City, State: _____
 Telephone: _____
 E-mail: _____

Managing Agent/Responsible Person

Name: _____
 Address: _____
 City, State: _____
 Telephone: _____
 E-mail: _____

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

_____ **Single Family:**

Number of bedrooms _____

_____ **Multi-Family:**

Year constructed or converted _____

Number of dwelling units _____

Number of bedroom(s)/unit _____

_____ **Single Family with Accessory Unit(s):**

Number of units _____

Number of bedrooms _____

_____ **Other: Explain** _____

Number of dwelling units _____

Number of bedroom(s)/unit _____

An inspection is required for all residential rental dwelling units to verify compliance with the Virginia Uniform Statewide Building Code within the City of Winchester’s designated Rental Inspection Districts.

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

If violations are found and they do not affect the safety or habitability of the dwelling unit, reasonable time will be given to make the necessary repairs.

Owner/Agent Signature: _____ Date: _____

08/2012