Initial Application Checklist

☐ Verified property is not in an overlay district or deed restricted.

☐ Initial rental license application (with legal agent if applicable), signed and notarized.

☐ Fee submitted ($1550)

☐ Floor Plans - size and location of all rooms with dimensions, including basements, attics, garages, including exits, entryways and egress to the rental unit.

☐ Site Plan or mortgage survey - boundaries of property, location of all structures, fences, significant plantings and all paving such as sidewalks and driveways and/or areas used for parking, and curb cuts.

☐ Photos of front, back, sides of property, drive approach (where street and driveway meet) and parking areas.

For Condominium units:

☐ Condo by-laws
☐ Board authorization
☐ Sample of lease

☐ Administrative Approval date ______________________________

☐ All trades inspection date____________________________________

☐ Reinspection date__________________________________________

☐ Items left to complete or needing more time & anticipated date of completion

___________________________________________________________________

☐ Housing Commission Hearing date______________________________

☐ City Council Hearing date______________________________________