



# TOWN OF PROVINCETOWN APPLICATION FOR CERTIFICATE TO RENT

Please fill out and print clearly. Complete entire application (front & back). Incomplete applications will be returned.

NEW       RENEW       AMEND

Rental Location: \_\_\_\_\_ Unit # \_\_\_\_\_  
Number Street

Name of Complex/Condominium (if applicable): \_\_\_\_\_

Sq. Footage: \_\_\_\_\_ No. of Bedrooms: \_\_\_\_\_ Anticipated Occupancy: \_\_\_\_\_

Weekly (Less than 90 days)       Seasonal (more than 90 days)       Year Round

If weekly or seasonal, indicate the duration that dwelling is rented: \_\_\_\_\_

❖ If you have more than one rental unit, please fill out an application for each unit.

## PROPERTY OWNER INFORMATION (REQUIRED)

Please mail my certificate:  I will pick up my certificate:

Name: \_\_\_\_\_ Email Address: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Primary Phone: \_\_\_\_\_ Alternate Phone: \_\_\_\_\_

## EMERGENCY CONTACT INFORMATION (REQUIRED) to be provided to the renter

Property Manager: Name: \_\_\_\_\_ Number: \_\_\_\_\_

Emergency Contact: Name: \_\_\_\_\_ Number: \_\_\_\_\_

## All Rental Certificates must be renewed every three (3) years

**The fee for this certificate is \$300 per unit and is valid for three years.**

All units must be available to be inspected upon request by the Health Department.

---please fill out the self-certification affidavit on the rear of this application---

*(No fee for deed restricted affordable housing, and/or units that participate in the Town's Affordable Housing Rental Exemption Program)*

If you don't apply on-line please drop off applications and payment to the  
Department of Community Development, on the lower level of Town Hall or mail to:

Department of Community Development | 260 Commercial St. | Provincetown, MA 02657

Payment must be received with application. Make Checks payable to: *Town of Provincetown*

**I hereby declare, under the pains and penalties of perjury, that the information provided on this application is true and accurate to the best of my knowledge and belief. I have been provided with a copy of the Town of Provincetown Board of Health Habitations for Rent Regulation.**

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

For more information, please contact:  
Nikolay Velchev, Code Compliance Officer, (508) 487-7020 | [nvelchev@provincetown-ma.gov](mailto:nvelchev@provincetown-ma.gov)

# RENTER SELF-CERTIFICATION CHECKLIST

UNIT #: \_\_\_\_\_

Please check each line to certify you are in compliance with the Provincetown Habitations for Rent Regulations

## LIFE SAFETY

- \_\_\_\_\_ THE CERTIFICATE TO RENT IS/WILL BE POSTED CONSPICUOUSLY
- \_\_\_\_\_ STREET NUMBER IS CLEARLY MARKED ON BUILDING
- \_\_\_\_\_ ELECTRICAL PANEL/CIRCUIT BREAKER IS LABELED CLEARLY AND ACCESSIBLE
- \_\_\_\_\_ SMOKE DETECTORS ARE IN WORKING ORDER
- \_\_\_\_\_ CARBON MONOXIDE DETECTORS ARE IN WORKING ORDER
- \_\_\_\_\_ DECKS, GUARDRAILS, AND HANDRAILS ARE PRESENT IF APPLICABLE AND IN WORKING ORDER
- \_\_\_\_\_ EGRESS FROM BUILDING IS UNOBSTRUCTED
- \_\_\_\_\_ FIRE EXTINGUISHERS ARE PRESENT AND MAINTAINED AS REQUIRED BY CODE
- \_\_\_\_\_ EMERGENCY LIGHTS ARE LOCATED IN COMMON AREAS OR EGRESSES OF CONDOMINIUM COMPLEX

## SANITATION

- \_\_\_\_\_ RENTERS ARE INFORMED OF RECYCLING/TRASH PROCEDURES
- \_\_\_\_\_ RECYCLING/TRASH IS STORED AND DISPOSED OF PROPERLY
- \_\_\_\_\_ BUILDING ENVELOPE IS SECURE & WEATHER TIGHT
- \_\_\_\_\_ BUILDING EXTERIOR IS IN GOOD REPAIR
- \_\_\_\_\_ SITE AND BUILDING LIGHTING ARE SUFFICIENT
- \_\_\_\_\_ DWELLING INTERIOR IS IN GOOD REPAIR
- \_\_\_\_\_ DWELLING IS CLEAN AND IN GOOD REPAIR
- \_\_\_\_\_ VENTILATION/AIR EXCHANGE IS SUFFICIENT
- \_\_\_\_\_ DOORS/WINDOWS ARE OPERABLE AND SECURE
- \_\_\_\_\_ NO EVIDENCE OF EXCESSIVE MOISTURE
- \_\_\_\_\_ SUFFICIENT NATURAL LIGHT
- \_\_\_\_\_ ALL FIXTURES PRESENT AND IN GOOD REPAIR
- \_\_\_\_\_ NO ACTIVE HAZARDS PRESENT
- \_\_\_\_\_ NON-POROUS SURFACE FINISHES ARE INTACT
- \_\_\_\_\_ DWELLING IS SOUND BUFFERED
- \_\_\_\_\_ DWELLING IS PEST/VERMIN FREE
- \_\_\_\_\_ SCREENS ARE INSTALLED (APRIL 1 - OCTOBER 30)
- \_\_\_\_\_ KITCHEN FACILITIES ARE PROVIDED AND IN GOOD REPAIR (YES/NO)

## WASTEWATER *(select one)*

TYPE OF WASTEWATER DISPOSAL SYSTEM:     CESSPOOL     SEWER     SEPTIC/TITLE 5

## OWNERS DUTY OF COMPLIANCE *(initial each of the following)*

- \_\_\_\_\_ I will ensure that compliance with the conditions set forth in the Rental Certificate and all applicable laws relative to the habitation of the premises is maintained at all times.
- \_\_\_\_\_ I will ensure that the maximum occupancy of the premises is not exceeded at any time.
- \_\_\_\_\_ I will ensure that the individual(s) identified as being available for responding to emergencies and requests for assistance are in fact available at all times and that a prompt and appropriate response is provided.
- \_\_\_\_\_ I understand that the Board of Health may, in lieu of suspension or revocation, modify any Rental Certificate to impose additional conditions, including but not limited to a requirement for periodic inspections and/or a limitation on the maximum number of occupants allowed.
- \_\_\_\_\_ I understand if any Rental Certificate is suspended or revoked, I am responsible for finding alternative and comparable housing for any and all tenants until such time as the tenancy ends or the rental certificate is reinstated.
- \_\_\_\_\_ I certify, under pains and penalties of perjury, that I have inspected each unit and that it complies with all applicable laws, including but not limited to the State Sanitary Code, 105 CMR 410.000, et seq., the State Building Code, 780 CMR, the Town of Provincetown Zoning Bylaws, and Provincetown Board of Health Regulation Part XII.

Sign: \_\_\_\_\_ Print: \_\_\_\_\_ Date: \_\_\_\_\_



# PLEASE RECYCLE

It's good for our community,

It's the right thing to do and

IT'S THE LAW

Provincetown uses single stream recycling

which means that all recyclable items can be put together in recycling bins. Each household may use up to 4 bins.

Transfer Station is located across Route 6

2nd left off Race Point Road.

508-487-7076

[www.provincetown-ma.gov](http://www.provincetown-ma.gov)

## TRANSFER STATION HOURS

7 a.m. to 2 p.m.

April through mid-October

Open 7 days a week

mid-October through March

Closed Sunday and Monday

Stickers for the Transfer Station are free to residents and property owners and may be obtained at the transfer station.

Proof of residency or ownership must be provided (e.g. valid license, current bill, etc.)

Recycling bins can be purchased for a nominal fee at the Transfer Station

Town visitors may bring recyclables to the Transfer Station for free. Trash costs \$2.00 to \$4.00 per bag.

### SWAP SHOP HOURS

8 a.m. to 12 p.m.—Closed Sunday and Monday

### HAZARDOUS WASTE DROP-OFF DAY

To be announced yearly

## CURBSIDE PICK-UP

All items go in recycling  
bin except cardboard

- |                  |   |
|------------------|---|
| <b>Plastic</b>   | All beverage and liquid containers, rinsed please. Leave caps on. No plastic bags nor plastic that contained hazardous products.  |
| <b>Metal</b>     | Tin and aluminum cans. Foil pie plates. Paper labels are acceptable, rinsed please.   |
| <b>Paper</b>     | If you can rip it, recycle it! Staples OK. Do not tie newspaper with string, put in paper bag or in bottom of recycling bin. No plastic bags except for shredded paper. |
| <b>Glass</b>     | Clear and frosted bottles/jars, any color, rinsed please. Metal rings and paper labels OK. No mirrors, window glass, light bulbs, pyrex or ceramic items.               |
| <b>Cardboard</b> | Corrugated, flattened—either in a large carton or tied with tape (no string, please). No waxed cardboard.   |

## AT THE TRANSFER STATION

All above items plus:

- |                            |   |
|----------------------------|---|
| <b>Rigid Plastic</b>       | Large plastic toys. NO PVC  |
| <b>Yard Waste</b>          | Grass, leaves, small branches. Compost available to take.   |
| <b>Scrap Metal</b>         | Fees may apply.   |
| <b>Fluorescent Bulbs</b>   | DO NOT throw in trash. Take to shed at transfer station or return to hardware store.  |
| <b>Miscellaneous Items</b> | Computers, TVs, tires, rechargeable and lithium batteries, mercury items and propane tanks. Fees may apply.                     |
| <b>Styrofoam Peanuts</b>   | Bring to exchange shed across from swap shop—clean and bagged. Leave them or take them. Any other Styrofoam cannot be recycled. |
| <b>Swap Shop</b>           | Household goods, toys, books, etc. No clothing or furniture at this time.   |

## **PART XII**

### **ARTICLE 5 - Habitations for Rent Regulation**

Public Hearing: June 18, 2015

Board of Health Approved: June 18, 2015

Revised: December 3, 2015

Board of Health Approved: February 4, 2016

The Provincetown Board of Health promulgates the following regulation under 105 CMR 410.000 Minimum Standards of Fitness for Human Habitation, adopted under authority of M.G.L. c. 111, Sections 3 and 127A.

#### **Section 1: Purpose**

The purpose of the regulation is to protect the public health, safety and welfare of both the general public and the occupants of all rental housing units, including but not limited to, year round, seasonal and weekly rentals.

#### **Section 2: Rental Certificate Required**

No property owner shall rent or lease, or offer to rent or lease, or cause to rent or lease any building or any portion of a building to be used for human habitation without first obtaining a Rental Certificate from the Board of Health.

#### **Section 3: Application for Rental Certificate**

Application for such certificate shall be made to the Board of Health through the Town's on-line permitting portal. The application shall contain the name and address of the property owner, the address of the property being registered, the number of units in the registered property, the number of rooms in each unit, and the size (in square feet) of each unit.

The application shall include the name and phone number of one or more responsible individuals who can be reached and who shall be available at all times (twenty four hours per day, seven days per week) to respond to emergencies and requests for assistance from tenants and/or board of health staff within one hour of being called.

The application shall include a certification by the owner or its authorized agent, under pains and penalties of perjury, that they have inspected each unit and that it complies with all applicable laws, including but not limited to the State Sanitary Code, 105 CMR 410.000, et seq., the State Building Code, 780 CMR and the Town of Provincetown Zoning Bylaws.

The application shall be accompanied by the applicable fee. Fees shall be waived for deed restricted affordable and community housing units as defined by the Provincetown Zoning Bylaws and for those units eligible for the Town of Provincetown's tax exemption program administered by the Assessor's Department.

#### **Section 4: Rental Certificate – Conditions, Term and Fees**

Rental Certificates shall be issued subject to such conditions as the Board of Health deems necessary for the protection of public health, safety and welfare.

The Rental Certificates shall specify the maximum number of occupants that may be permitted in each unit. Maximum occupancy will be determined by Board of Health staff based on information provided in the application and available Town records. An inspection may be required to aid in the determination of maximum occupancy.

The Rental Certificates shall specify the name and contact information for persons responsible for responding to emergencies and requests for assistance from tenants and/or Board of Health staff.

The Rental Certificate shall be conspicuously posted on the premises in a location accessible to all occupants and visitors.

All advertisements of property for rent shall clearly post the Rental Certificate number assigned by the Town of Provincetown.

Rental Certificates will be effective for three years from the date of issue, unless sooner revoked in accordance with these regulations.

The fee for a Rental Certificate shall be listed in the Board of Health fee schedule.

#### **Section 5: Owner's Duty of Compliance**

It shall be the responsibility of the property owner to ensure that compliance with the conditions set forth in the Rental Certificate and all applicable laws relative to the habitation of the premises is maintained at all times.

It shall be the responsibility of the property owner to ensure that the maximum occupancy of the premises is not exceeded at any time.

It shall be the responsibility of the property owner to ensure that the individual(s) identified as being available for responding to emergencies and requests for assistance are in fact available at all times and that a prompt and appropriate response is provided.

#### **Section 6: Suspension, Modification or Revocation of Rental Certificate**

The Board of Health may suspend or revoke any Rental Certificate, after a hearing and in accordance with the procedures set forth in 105 CMR 410.830-410.860, for any violation of any provision of this regulation, the State Sanitary Code, or any other applicable General Law, regulation or by-law intended to protect public health, safety and/or the environment.

The Board of Health may, in lieu of suspension or revocation, modify any Rental Certificate to impose additional conditions, including but not limited to a requirement for periodic inspections and/or a limitation on the maximum number of occupants allowed.

If any Rental Certificate is suspended or revoked, the owner of the premises shall be responsible for finding alternative and comparable housing for any and all tenants until such time as the tenancy ends or the rental certificate is reinstated.

This regulation is intended to further the objectives of and to act in concert with any existing federal, state or local laws concerning the maintenance of property and the habitation of dwellings. Nothing in this regulation is intended to limit or restrict the authority of the Board of Health, or any other board, commission or officer of the Town to act in accordance with federal, state and local laws within their jurisdiction, including but not limited to the emergency condemnation procedures set forth in the State Sanitary Code.

The Board of Health may enforce the regulation or enjoin violations thereof through any lawful process; and the election of one remedy by the Board of Health shall not preclude enforcement through any other lawful means.

### **Section 7: Fines and Penalties**

Any agent of the Board of Health may enforce this regulation.

Whoever violates any provision of this regulation may be penalized by a non-criminal disposition process as provided in G.L. c.40, §21D and the Town's non-criminal disposition by-law. If non-criminal disposition is elected, then any person who violates any provision of this regulation shall be subject to the penalty of \$300.

Each day or portion thereof shall constitute a separate offense. If more than one, each condition violated shall constitute a separate offense.

As an alternative to enforcement through non-criminal disposition, whoever violates any provision of this regulation may be penalized by indictment or on complaint brought in the district court. Except as may be otherwise provided by law and as the district court may see fit to impose, the maximum penalty for each violation shall be \$1,000 dollars.

### **Section 8: Severability**

If any provision of this regulation is declared invalid or unenforceable, the other provisions shall not be affected thereby but shall continue in full force and effect.

### **Section 9: Operation and Effect**

This regulation shall become effective March 1, 2016.