

TOWN OF PROVINCETOWN APPLICATION FOR CERTIFICATE TO RENT

Please fill out and print clearly. Complete entire application (front & back). Incomplete applications will be returned. **RENEW** NEW **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) * Required → 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. Please mail my certificate: I will pick up my certificate: PROPERTY OWNER INFORMATION (REQUIRED) Email Address: Name: Mailing Address: Alternate Phone: Primary Phone: **EMERGENCY CONTACT INFORMATION (REQUIRED)** to be provided to the renter Property Manager: Number: Name: **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:

For more information, please contact:
The Code Compliance Officer, (508) 487-7020 | codecompliance@provincetown-ma.gov

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RENTER SELF-CERTIFICATION CHECKLIST

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

	including but not limited to the State Sanitary Code, 105 CMR 410.000, et seq., the State Town of Provincetown Zoning Bylaws, and Provincetown Board of Health Regulation F	ate Building Code, 780 CMR, the
	I understand if any Rental Certificate is suspended or revoked, I am responsible for fin housing for any and all tenants until such time as the tenancy ends or the rental certif I certify, under pains and penalties of perjury, that I have inspected each unit and that	icate is reinstated.
	I understand that the Board of Health may, in lieu of suspension or revocation, modify additional conditions, including but not limited to a requirement for periodic inspectic maximum number of occupants allowed.	ons and/or a limitation on the
	I will ensure that the individual(s) identified as being available for responding to emergare in fact available at all times and that a prompt and appropriate response is provide	ed.
	I will ensure that the maximum occupancy of the premises is not exceeded at any time.	
	applicable laws relative to the habitation of the premises is maintained at all times.	
	I will ensure that compliance with the conditions set forth in the Rental Certificate and	d all
OWN	ERS DUTY OF COMPLIANCE (initial <u>each</u> of the following)	
	TYPE OF WASTEWATER DISPOSAL SYSTEM: CESSPOOL SEWER	SEPTIC/TITLE 5
	WASTEWATER (select one)	—
-	KITCHEN FACILITIES ARE PROVIDED AND IN GOOD REPAIR (YES/NO)	
-	SCREENS ARE INSTALLED (APRIL 1 - OCTOBER 30)	
- -	DWELLING IS PEST/VERMIN FREE	
-	DWELLING IS SOUND BUFFERED	
-	NON-POROUS SURFACE FINISHES ARE INTACT	
-	NO ACTIVE HAZARDS PRESENT	
-	SUFFICIENT NATURAL LIGHT ALL FIXTURES PRESENT AND IN GOOD REPAIR	
-	NO EVIDENCE OF EXCESSIVE MOISTURE	
<u>-</u>	DOORS/WINDOWS ARE OPERABLE AND SECURE	
-	VENTILATION/AIR EXCHANGE IS SUFFICIENT	
-	DWELLING IS CLEAN AND IN GOOD REPAIR	
-	DWELLING INTERIOR IS IN GOOD REPAIR	
-	SITE AND BUILDING LIGHTING ARE SUFFICIENT	
-	BUILDING EXTERIOR IS IN GOOD REPAIR	
-	RECYCLING/TRASH IS STORED AND DISPOSED OF PROPERLY BUILDING ENVELOPE IS SECURE & WEATHER TIGHT	
-	RENTERS ARE INFORMED OF RECYCLING/TRASH PROCEDURES	
	SANITATION	
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-	EMERGENCY LIGHTS ARE LOCATED IN COMMON AREAS OR EGRESSES OF CONDO	OMINIUM COMPLEX
-	FIRE EXTINGUISHERS ARE PRESENT AND MAINTAINED AS REQUIRED BY CODE	
-	EGRESS FROM BUILDING IS UNOBSTRUCTED	3.132
-	DECKS, GUARDRAILS, AND HANDRAILS ARE PRESENT IF APPLICABLE AND IN WOR	KING ORDER
-	CARBON MONOXIDE DETECTORS ARE IN WORKING ORDER	
-	ELECTRICAL PANEL/CIRCUIT BREAKER IS LABELED CLEARLY AND ACCESSIBLE SMOKE DETECTORS ARE IN WORKING ORDER	
-	STREET NUMBER IS CLEARLY MARKED ON BUILDING	
	THE CERTIFICATE TO RENT IS/WILL BE POSTED CONSPICUOUSLY	
	LIFE SAFETY	