



## Declaration and Exemption Form Rental Inspection Program

Division of Code Enforcement  
City of Hopewell  
300 N. Main Street,  
Hopewell, VA 23860

The person signing this form acknowledges that this property is subject to the City of Hopewell Residential Rental Inspection Program in accordance with the provisions of Chapter 19-Housing Code Section 19-181 of the Code of the City of Hopewell. By signing this form, the owner and their designated agent acknowledge that each is aware of the City's Building and Zoning codes and the legal ramifications for violating said codes. The Division of Code Enforcement should be notified by letter should this property change from rental to owner occupied.

### A. GENERAL PROPERTY INFORMATION:

Location Address: \_\_\_\_\_

Owner's Name: \_\_\_\_\_

### B. OWNER INFORMATION:

Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Home Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

Is the current owner an entity other than an individual?  Yes  No

If yes, what type of ownership entity?

- Company
- Limited Liability Corporation
- Business Trust
- Limited Partnership
- Partnership
- Registered Limited Liability Partnership
- Other

Name of Registered Agent: \_\_\_\_\_

Registered Agent Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone Numbers: \_\_\_\_\_

**C. OWNER'S DECLARATION:**

- This unit is being used as an owner occupied unit
- This unit is being used as a residential rental unit
- This is a new residential rental unit (Provide date below)  
Date of Certificate of Occupancy\_\_\_\_\_
- This is a substantially reconstructed residential rental unit (Provide date below)  
Date of new Certificate of Occupancy\_\_\_\_\_

**D. OWNER'S CERTIFICATION:**

By signing this form, I certify the above information is correct:

Owner's Signature: \_\_\_\_\_

Owner's Name: \_\_\_\_\_  
(Print)

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

The owner is required to return this form for each residential rental dwelling unit to the Division of Code Enforcement, Department of Development of the City of Hopewell, Virginia at the above address. Such notification and registration shall be provided by owners within ninety (90) days after the adoption of this ordinance, or within thirty (30) days after the property becomes a residential rental dwelling unit, whichever is later. Failure to comply with this notification and registration requirement, within ten (10) days after personal or written notice to the property owner of the requirement, shall be punished by a civil penalty of one hundred dollars (\$100.00). Notice sent by regular first class mail to the last known address of the owner of the residential rental dwelling unit as shown on the current real estate tax assessment books or current real estate tax assessment records (owner is responsible for maintaining current real estate records) shall be deemed sufficient personal or written notice to the property owner of the notification and registration requirements of this section. Likewise, when the conversion of the unit to rental use occurs the owner must notify this same department and schedule a rental inspection. Failure of an owner of a dwelling to comply with these requirements shall be a civil penalty of \$100.00.