



Declaration and Exemption Form Rental Inspection Program

Division of Building Safety
City of Hopewell
300 N. Main Street, Room 321
Hopewell, VA 23860

The person signing this form acknowledges if this property is subject to (or exempt from) the City of Hopewell Residential Rental Inspection Program in accordance with the provisions of §19 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 Codes, Zoning ordinances and State Building codes and the legal consequences for violations. The Division of Building Safety 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 Number: _____

C. OWNER'S DECLARATION:

- This unit is being used as an owner-occupied unit and not subject to rent.
- This unit is being used as a residential rental unit.
- This is a new residential rental unit
 - o Submit copy of Certificate of Occupancy_____
- This is a substantially reconstructed residential rental unit
 - o Submit copy of 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 by Friday, April 14, 2017 of to the Division of Code Enforcement, Department of Development of the City of Hopewell, Virginia at the above address. Failure of an owner of a dwelling to comply with these requirements shall be a civil penalty of \$50.00. At any time that conversion of the unit to rental use occurs the owner must notify this department and schedule a rental inspection.