



INSPECTION / CODE ENFORCEMENT DIVISION  
Office of Planning & Zoning ~ 6 N. Main Street, Suite 7  
Barre, VT 05641  
VOICE (802) (802) 476-0245



## **Instructions for Completing the Annual Rental Registry Invoice**

### **PLEASE TAKE THE TIME TO READ THIS SHEET**

You are receiving this rental program invoice because you are either registered with the city as having one or more rental units in your structure, or you own a single family home which is being rented out. **The Rental Registry Fee is \$50.00 per unit.**

Your notification is required **ANNUALLY** based on City Records. **Even if you haven't rented or used the apartment for a long time, or it is a part of the home, we still need to be notified.** The information on the following sheet is from last year – **PLEASE MAKE ANY CORRECTIONS REQUIRED**, thank you.

- If the Owner resides in one of the units, that unit is exempt
- If you've not rented the apartment, or are using it as part of your primary home, you must still notify the City annually as to what is occurring. No fees will be due but notification is necessary.
- Check the number of units listed as it is what we have in the system. If it is the number 1, then this could be a rented single family home, or accessory apartment.
- Should you decide you no longer want to be in the rental program, receive these notices and convert your multi-family dwelling to a single family home. Then you must contact the Planning & Zoning office and complete a Change of Use form and do some kind of work inside so that there is no evidence of an additional apartment.
- If the rental unit will be vacant for the ensuing year, payment is not due. If you intend on renting it or let someone stay for 30 days or greater the rental fee is due.
- If the rental unit is occupied by ANYONE OTHER THAN THE OWNER OF RECORD, the rental fee is due regardless of lease, rent money, etc.
- If you have multiple buildings/invoices you can write one check for all units.

You are being invoiced in May with the paperwork and annual fees due **no later than June 30, 2020.** You will be invoiced two more times with a delinquency invoice and appropriate late fees, once in August and again in September. After September 15, 2019, we will issue you a Municipal Complaint Ticket (similar to a DMV traffic ticket) for \$150 with a waiver fine of \$100. Your Rental Program Invoice amount **is still due, in addition to the ticket.** Lastly, your property may be liened if the invoice remains unpaid.

Failure to complete and return the Registration information in a timely manner is a violation of the Ordinance and will result in Municipal Tickets. Your notification is necessary.

Further information can be found on the City website at [www.barrecity.org/Building and Housing/Rental Inspection Program/](http://www.barrecity.org/Building%20and%20Housing/Rental%20Inspection%20Program/)

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If you have any questions regarding code, inspection or inspection report, please call Captain Matthew Cetin, Fire Marshal, at the Inspection/Code Enforcement Division at (802) 477-7833.

For questions on filling in your forms and fees due, please call Heather L. Grandfield, Permit Administrator at City Hall at (802) 476-0245.