



Code Enforcement Services of the
Barre City Fire Department
16 Fourth Street, Barre, VT 05641
Nicholas Copping, Fire Marshal ~ Keith Cushman, Fire Chief



FY 24 Rental Registration Annual Invoice

INSTRUCTION SHEET ~ Please take the time to read this sheet

The Rental Registry consists of a database containing the addresses and number of units of all dwelling units in the City of Barre that are 1) non owner-occupied single family homes; 2) owner occupied single family homes with an Accessory Dwelling Unit; 3) multi-family structures containing 2 or more units.

This invoicing and annual payment is from Barre City Ordinance Chapter 7 Minimum Housing. All units that are not owner occupied, or your address indicates that the structure is not your primary residence (out of town, out of state), are required to register and pay the annual per-unit fee.

You are receiving this rental program invoice because a comprehensive review of the FY23 Grand List in May of 2023 indicated that you may need to be in the program. **The Rental Registry Fee is \$60.00 per unit.** This fee increased for FY24 (July 1, 2023 to June 30, 2024) by City Council.

Your response to the invoice is required **ANNUALLY** based on City Records. *If you haven't rented or are not going to use the unit for the fiscal year, or it is a part of the home, or unused/vacant, we still need to be notified.* The information on the invoice is what we know historically; we understand information may have changed, therefore, **please make any corrections to the invoice form before sending it back with your payment**, if applicable, thank you.

- If the unit (single-family home, a unit within a multifamily dwelling) is occupied by **ANYONE OTHER THAN THE OWNER OF RECORD**, the rental fee is due regardless of lease, rent money, etc. For example, one of your children is occupying the structure, and they are NOT listed as owner of record, it is considered a rental by the Chapter 7 Ordinance standards.
- If the Owner resides in one of the multiple units, that unit is exempt, the other units are not. Do not pay for the owner-occupied unit.
- If you've not rented the unit, 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.
- If you have multiple buildings/invoices you can write one check for all units, or pay for all at once.

While the invoice indicates payment is due by June 30, 2023, we were late getting the invoicing out due to our comprehensive review of the Grand List for comparison. **Please make payment no later than July 21, 2023 to avoid late penalties.**

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 response is necessary.**

There are MULTIPLE ways to pay: 1) completed form and check in the mail; 2) completed form and check or cash dropped off in person or in the City Drop Box; 3) Pay online (includes a service charge) See attached.

We will be invoicing again if you do not meet the July 21st deadline; that will include an 8% penalty and 1% interest/month

Further information can be found on the City website at <https://www.barrecity.org/rental-registry-invoicing.html>

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

For questions on filling in your forms and fees due, please call Planning, Zoning & Assessing Services at City Hall at (802) 476-0245.