



Probationary Rental Occupancy Permit

Please print using blue or black ink. Complete the application in its entirety where applicable.

Section 1

Rental Property Information

(required)

Address: _____
Street # Street Name Zip Code

Attached Floor Plan (Appendix A) is required to be completed and returned with application.
 Please include a diagram of all floors and label each room as to their use.

Number of Tenants _____ Related _____ Unrelated _____

Number of Rental Units: _____ Dwelling Units _____ Rooming Units

- Dwelling Unit:** One (1) or more rooms physically arranged as to create an independent housekeeping establishment with separate facilities for cooking, sleeping and toilet.
- Rooming Unit:** Any room or groups of rooms forming a single habitable unit used or intended to be used for living and sleeping, but not for cooking or eating purposes.

Section 2

Owner Information

(Required)

Name: _____
First Middle Last

Daytime Phone () _____ Evening Phone () _____

Street Address _____

City _____ State _____ Zip Code _____

Mailing Address _____

City _____ State _____ Zip Code _____

Section 5

Probationary Rental Occupancy Fees

This application shall be completed and returned within ten days of the mailing date. FAILURE to return the application within the ten day period will result in a citation to the owner of such property, if occupied or offered for rent, of Fifty Dollars (\$50) per day until the application is completed and returned. A two hundred dollar (\$200.00) nonrefundable application fee shall accompany the application at the time of submittal. A completed application will serve as the TEMPORARY PERMIT until the permanent permit is issued or denied. Once the permit is approved there is a three hundred dollar (\$300.00) annual permit fee for the first year and a five hundred dollar (\$500.00) annual permit fee each year thereafter. This fee shall be in addition to any other enforcement citations or fees that may be due. Any new owner that purchases a dwelling that is in the probationary rental occupancy program will be required to submit an approved application along with all other requirements.

**\$200.00 FEE MUST ACCOMPANY APPLICATION
NOTARIZED STATEMENT OF PROCESS SERVICE AGENT MUST BE ATTACHED**

Make Checks payable to: City of Raleigh

Mail to: City of Raleigh
Inspections Department
P.O. Box 590
Raleigh, NC 27602-0590

Section 6

Certification

I certify by my signature below that the dwelling is eligible for a Probationary Rental Occupancy Permit, that it meets the standards required for a permit, will be maintained in accordance with the standards within Section 12-2165 of the City Code, **that there are not unresolved violation of the Minimum Housing, Nuisance, Vehicle and Zoning Codes listed under Section 12-2163(l) of the Probationary Rental Occupancy Code or other Code provision listed in the standards within Section 12-2165 of the City Code**, and that I have received a copy of the Probationary Rental Occupancy Permit Ordinance.

Section 7

Affirmation

I affirm that the above information is true and correct and I understand that all persons that have been designated above are responsible for receiving mailings and/or verbal contact from the City of Raleigh unless the Inspections Department is notified of such changes in writing.

Notary Seal

Signature of Owner

Date

Subscribed and sworn to before me in this _____ day of _____, 20____.

_____, Notary Public, _____ County

My Commission expires on _____