

- **The owner must obtain a rental business license by completing a rental license application and listing all rental properties.**
 - **Each LLC, LLP, individual, trust etc., will have its own application with Properties matching Assessors record in that name.**

 - **Renter must obtain and complete a Rental Inspection Application and a Owner Exit Agreement received from city hall or owner / manager of property.**
 - **Application must be signed by owner / manager.**

 - **The property address will be checked to see if it is registered as a rental.**
 - **If not registered an inspection will not be performed.**

 - **Current code violations of the applicant and owner of property at the address will be checked.**
 - **If violations on either are found an inspection will not be performed until violations are corrected.**

 - **A signed lease in Applicant's name needs to be turned in with application and copied.**
 - **If no lease, an inspection will not be performed.**

 - **A signed Owner Exit Agreement**
 - **Only if moving from a rented property in the City of Kennett.**
 - **If no agreement, an inspection will not be performed.**
- * Identification will be verified against signature with an ID. ***
- **When all conditions are met, the \$50 inspection fee will be paid.**
 - **Applicants must be informed to notify the owner / manager that utilities must be on for an inspection to be performed.**
 - **If utilities are not on, an inspection will not be performed.**

 - **Advise applicant that code enforcement will make contact within 24 hours to schedule an appointment for the Entry inspection.**
 - **Advise applicants that the inspector must be allowed access to property and will not be responsible for keys or property security.**
 - **No persons allowed inside residence during inspection.**

 - **Upon completion of inspection the applicant will be notified of a pass or fail result.**
 - **If property fails, the applicant may obtain a copy of the inspection results to give to the owner / manager to address the code violations to make the property *HABITABLE*.**

- **Applicant, owner, or manager must contact code enforcement when repairs are completed to make an appointment for 2nd inspection, free of cost.**
 - **If property fails the second inspection 2nd inspection, the owner is responsible for the \$50 fee for the 3rd inspection.**
- **When property passes, Kennett Board of Public Works will be notified by code enforcement that property passed and utilities can be put in the applicant's name.**

****The utilities must be in the Applicants name****