



## Town of Sardis Code Office

### Rental Property Registration Application

#### Rental Property Information

Property Address: \_\_\_\_\_

Parcel Number: \_\_\_\_\_

Age of Rental: \_\_\_\_\_ Foundation Type: \_\_\_\_\_ Conventional \_\_\_\_\_ Slab

Property Type: \_\_\_\_\_ Single Family \_\_\_\_\_ Duplex \_\_\_\_\_ Apartment

Heat Source: \_\_\_\_\_ City Utilities: \_\_\_\_\_ Water \_\_\_\_\_ Gas \_\_\_\_\_ Garbage

Name City Utilities are in: \_\_\_\_\_

#### Tenant Information

Tenant Name: \_\_\_\_\_

Tenant Phone Number: \_\_\_\_\_

#### Owner's Information

Owner's Name: \_\_\_\_\_

Owner's telephone: \_\_\_\_\_

Emergency Contact: \_\_\_\_\_

Emergency Contact's Telephone: \_\_\_\_\_

#### Attachments Required

- Recorded Warranty Deed or Tax Card showing ownership
- Picture of Rental Property
- Copy of Current Water Bill

*I certify that my answers are true and complete to the best of my knowledge.*

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

# Town of Sardis

Scheduled

## Rental Checklist

Inspection Date \_\_\_\_\_

| <b>RENTAL INFORMATION</b>           |            |                       |                      |
|-------------------------------------|------------|-----------------------|----------------------|
| Rental Address:                     |            |                       |                      |
| Tenant:                             |            |                       | Contact Number:      |
| Owner/Landlord:                     |            |                       | Date Inspected:      |
| <b>CHECKLIST</b>                    |            |                       |                      |
| <b>EXTERIOR:</b>                    | <b>YES</b> | <b>NO</b>             | <b>ISSUES FOUND:</b> |
| Paint/ Rotten Boards                |            |                       |                      |
| Roof/ Leaks                         |            |                       |                      |
| Sewer/ Water Leaks                  |            |                       |                      |
| Trash in/ around yard               |            |                       |                      |
| Trash can on site                   |            |                       |                      |
| Rallings in place were needed       |            |                       |                      |
| <b>INTERIOR:</b>                    |            |                       |                      |
| Paint in good codition              |            |                       |                      |
| Holes in walls                      |            |                       |                      |
| Broken Windows/ Doors               |            |                       |                      |
| Doors/Windows lock properly         |            |                       |                      |
| <b>ELECTRICAL:</b>                  |            |                       |                      |
| Loose wires, plates in place        |            |                       |                      |
| Meters placed and in good condition |            |                       |                      |
| GFI's where required                |            |                       |                      |
| <b>HVAC:</b>                        | <b>YES</b> | <b>NO</b>             | <b>ISSUES FOUND:</b> |
| Unit appears in good condition      |            |                       |                      |
| Grills are in place                 |            |                       |                      |
| <b>PLUMBING:</b>                    |            |                       |                      |
| Hot/ Cold water works properly      |            |                       |                      |
| Tollets flush properly              |            |                       |                      |
| Interior leaks                      |            |                       |                      |
| <b>STRUCTURAL:</b>                  |            |                       |                      |
| Mold/ Water damage                  |            |                       |                      |
| Flooring in good condition          |            |                       |                      |
| <b>OTHER:</b>                       |            |                       |                      |
| Working smoke detectors             |            |                       |                      |
| Presence of rodent/bugs             |            |                       |                      |
| 911 Address Visable                 |            |                       |                      |
| <b>Inspector's</b>                  |            | <b>Owner/Tenant's</b> |                      |
| Signature: _____                    |            | Signature: _____      |                      |

Fire Inspection

Smoke Detectors