



## RENTAL INSPECTION PROGRAM

# Registration

Tom Roberts, Director | [troberts@bvcity.org](mailto:troberts@bvcity.org) | (540) 261-8607  
Fred Fix, Building Inspector | [inspector@bvcity.org](mailto:inspector@bvcity.org) | (540) 261-8635

CITY OF  
BUENA VISTA  
Planning & Zoning  
2039 Sycamore Ave  
Buena Vista VA  
24416

<b>PROPERTY INFORMATION</b>	<b>Address:</b>			
Unit Number/ Letter:		Number of Occupants:	<input type="checkbox"/> Family	<input type="checkbox"/> Unrelated Adults
Location of unit in structure:				
<input type="checkbox"/> <b>Program Not Applicable to Property.</b> By signing below I certify that this property is NOT a residential rental as defined by code and is exempt from the Rental Inspection Program.				

<b>PROPERTY OWNER INFORMATION (For Co-Owners Attach Additional Sheets)</b>					
Name:					
Address:					
City:		State:		Zip:	
Phone:		Email:			

<b>PROPERTY MANAGER (Optional)</b>					
Name:					
Address:					
City:		State:		Zip:	
Phone:		Email:			

<b>SIGNATURE</b>			
Signature:		Date:	
Printed Name:		Choose: <input type="checkbox"/> <b>Owner</b> OR <input type="checkbox"/> <b>Manager</b>	
By signature here, the Owner or Property Manager representing the Owner acknowledges that the listed residential unit is located within a rental inspection district; has been identified as a unit for which inspection is warranted; is requested by the Owner to be inspected and certified; or is exempt from the Rental Inspection Program. The owner or designated agent is responsible for assuring the unit will be available for inspection at scheduled times and will meet any compliance dates within designated time frames unless prior arrangements are made through this office. The Rental Inspection Administrator must be notified in writing should ownership of this property convey to another or changes from rental use to owner-occupancy.			