

RENTAL INSPECTION PROGRAM

By Ordinance dated 9/29/20, the City of Lynn requires that all owners of private residential rental housing units, including condominium units, register no later than July 1 of each year with the Inspectional Services Department (ISD) identifying the property by street address and the number of units that they own at each address. All owners must register each rental unit annually with ISD.

All rental unit registrations shall be recorded in an electronic database of all owners for an initial registration fee of twenty-five dollars (\$25.00) for each rental unit, and annual renewal fees of fifteen dollars (\$15.00) for each rental unit. The rental unit inspection fee of one hundred dollars (\$100.00) for each inspection is valid for five years, with a re-inspection fee of twenty-five dollars (\$25.00) for any failure after the first inspection.

In addition to the requirements of the state sanitary code, city officials will also ensure that the property is in conformity with all applicable local ordinances and regulations, including that:

- The street address is conspicuously posted and visible from the street.
- The property is properly maintained in clean and sanitary condition, free of trash and debris.
- Grass, trees and shrubbery are trimmed and maintained so as to prevent a public nuisance.
- Owner's notice and contact information is posted (if applicable).
- Permit for private trash pick-up (i.e. dumpster) on file (if applicable).

APPLICATION FOR RENTAL INSPECTION PROGRAM

PROPERTY TO BE INSPECTED

Street Address:

Name:

Number of Units:

Unit Numbers:

*Please attach separate sheet if needed to list all Unit Numbers.

PROPERTY OWNERSHIP INFORMATION

Name:

Mailing Address:

Street Address

City, State, Zip Code

Telephone:

Email:

Property Management? Yes No

Property Manager:

Mailing Address:

Street Address

City, State

Zip Code

Telephone:

Email:

REGISTRATION FEE: Registration shall be valid for one-year. Initial Registration Fee per unit: \$25.00
Annual Re-registration fee per unit \$15.00 Transfer of Ownership Fee per unit: \$15.00 Rental Unit Inspection
Fee per unit: \$100.00 Re-inspection Fee after failure per unit: \$25.00. Inspection Fees for R-2 Units under
Section 110.7 of the Massachusetts Building Code per unit: \$125.00. Total Paid: _____

*I, _____, hereby attest under the pains
and penalties of perjury that all of the information contained in this application is true and
accurate to the best of my knowledge and understanding.*

Signature

Date