

## **When filling out a Rental CO:**

- **Application stays in the office** please do not leave with the paperwork
- Please make sure you have your **block/lot** (there is a book located next to the receptionist)
- **Estimated square footage of the rooms** this is to calculate occupancy of the unit
- **Name, address, and phone number** of an individual representative of the record owner who may be reached or contacted at any time in the event of emergency affecting the premises and who has the authority to make emergency decisions concerning the building and any repair thereto and have access to a current list of building tenants that shall be made available as required in the event of an emergency.
- **Names of ALL tenants** who will reside in the rental unit. Children's names do not have to be listed only the number of **minors** in the unit.
- **Inspections are done:**  
***Monday-Friday either 10am-12pm OR 1pm-3pm***  
At that time someone must be there in the two hour window. There is no call ahead when they are coming.