

City of Portsmouth
Environmental Inspections Division
4th Floor
801 Crawford Street
Portsmouth, VA 23704
757-393-8531

RENTAL PROPERTY IDENTIFICATION FORM

The City of Portsmouth adopted its amended Rental Inspection Ordinance on June 28, 2005. After the adoption owners are required to notify the Environmental Inspections Division of all rental property they own within the designated rental inspection districts. Please provide the information requested below and return this form to this division by September 1, 2005. Ensure you make a copy for your records. We appreciate your cooperation.

Owner's Name (Print): _____

Owner's Home Address: _____

Owner's Telephone Number: _____

Include Area Code if out of local calling area

Please list addresses of all rental property that you own. If this is an apartment building list building address and apartment letter or number. **Example: 1616 Norway Street #A or 1616 Norway St. #1**

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____
9. _____
10. _____

Note: if you sell your rental property the following information must be provided to this office.

Name of Purchaser: _____

Address of Purchaser: _____

Signature of Rental Property Owner or Agent (Date)

Return this completed form to the address at the top of this page or fax it to 757-393-5108.