

# Town of Marlinton

First Permanent English Settlement West of the Alleghenies

709 2<sup>nd</sup> Avenue

Marlinton, West Virginia 24954

304-799-4315

[townofmarlinton@frontiernet.net](mailto:townofmarlinton@frontiernet.net)

## RENTAL REGISTRATION PROGRAM CERTIFICATE OF USE AND OCCUPANCY APPLICATION

### OWNER INFORMATION

Name of Owner: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Email: \_\_\_\_\_

Phone/Area Code: \_\_\_\_\_ Home # \_\_\_\_\_ Work # \_\_\_\_\_ Cell # \_\_\_\_\_

### UNIT INFORMATION

Street Address: \_\_\_\_\_ Unit #: \_\_\_\_\_

Number of Units (Apartments) in the building: \_\_\_\_\_

#### **This unit is located on the following story:**

First Floor \_\_\_\_\_ Second Floor \_\_\_\_\_ Third Floor \_\_\_\_\_

Basement \_\_\_\_\_ Other (Specify) \_\_\_\_\_

Mail certificate to: \_\_\_\_\_

I acknowledge that Town of Marlinton Code requires that access be provided to all areas of any structure containing rental dwelling units. I agree to provide such access and to schedule inspection(s) on or before the expiration date of current Certificate of Use and Occupancy.

**Owner's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

- I. Use a separate form for each unit (house or apartment).
- II. Registration Fee is \$20.00 per unit up to and including 4 units and \$10.00 per unit thereafter.
- III. A \$10.00 fee will be assessed for missed appointment and re-inspections.
- IV. Please make checks payable to:

**Town of Marlinton, 709 2<sup>nd</sup> Avenue, Marlinton, WV 24954**

### **THIS SECTION FOR OFFICE USE ONLY**

**AMOUNT SUBMITTED:** \_\_\_\_\_ **RECEIVED BY:** \_\_\_\_\_  
**RECEIPT #** \_\_\_\_\_ **DATE RECEIVED:** \_\_\_\_\_