

Rental Property Improvement Acknowledgement



The Mayor & Council of Middletown
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Chapter 120: Rental Properties. – 120-5 Inspections. - (E) Inspection Procedures.
Ordinance Reference 14-04-01, Adopted May 5, 2014
Rental Properties Ordinance - <http://ecode360.com/13832819>

- (8) Improvements not in compliance with the requirements for consideration as habitable space or usable space shall be required to correct any deficiencies by either:
- A. Obtaining a permit from the Town of Middletown for all improvements necessary to bring all deficiencies into compliance; or
 - B. Submitting an “Improvement Acknowledgement Form” to the Town of Middletown. This form will allow for a one (1) year grace period for one (1) tenant at one (1) rental unit only. During this time, the property owner will be required to obtain a permit from the Town of Middletown and bring all recorded deficiencies into compliance. At the end of the grace period, if all recorded deficiencies have not been completed in accordance with the building permit, no tenant will be permitted to occupy the rental unit until it is brought into compliance, and the property owner will be subject to the administrative penalties outlined in Section 120-8 of the Town Code, Chapter 120 - Rental Properties.

Owners with rental units with improvements not in compliance with the requirements for consideration as habitable space or usable space shall be required to fill out this document completely. It will be unlawful for a tenant(s) to occupy the property without the Improvement Acknowledgement Form submitted and approved.

The Town of Middletown License and Inspection Department reserves the right to make changes or corrections to this form at their discretion. Rev. 6.1.21

Town of Middletown Approval

Rental Address - _____
Rental Property # - _____
Approval Date - _____
Compliance Date - _____
Approved By - _____

Date: _____

Address: _____

Parcel#: _____

This letter is confirmation that the above-referenced rental property has an improvement(s) that is not in compliance with adopted codes and ordinances with the Town of Middletown. The improvements listed below are not permitted for their use, they are allowed to be used for storage purposes only. The owner, agent and tenant understand this one-time letter is only applicable for one (1) tenant at one (1) rental unit and is good for one (1) year from the date approved.

The improvement(s) not in compliance with adopted codes and ordinances are:

1. _____

2. _____

3. _____

Signing this document acknowledges the improvement(s) listed above must be completed within one (1) year of the date of signature(s). The signee(s) also acknowledges that all improvements listed will follow all rules and regulations with current adopted codes and ordinances with the Town of Middletown.

Documents must be signed and names must printed be legibly Rev. 6.1.21

Owner(s):

_____/_____ Date: _____
_____/_____ Date: _____

Agent(s):

_____/_____ Date: _____
_____/_____ Date: _____

Tenant(s):

_____/_____ Date: _____
_____/_____ Date: _____

Notary:

_____/_____ Date: _____
_____/_____ Date: _____

Notary Seal:

Please Note: Failure in compliance with this requirement Chapter 120: Rental Properties. – 120-5 Inspections. – (E) Inspection Procedures. (8) Improvements not in compliance with the requirements for consideration as habitable space or usable space shall be required to correct and deficiencies by either; (A) or (B). - Ordinance reference 14-04-01, adopted May 5, 2014, may result in administrative hearing, penalties, further rental inspections, rental registration denial, and or legal procedures.

Town of Middletown: Approved by: _____ Date: _____

Registration Number: _____ Permit Number: _____ Compliance Date: _____

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