



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.

Are any of the units inspected by another state agency (e.g. Section 8 or LHAND)? Yes No

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. **All fees paid are non-refundable.**

Total Paid: _____

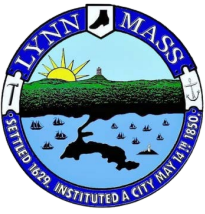
Checks should be made payable to **City of Lynn**. Return check and application in-person or by mail to:

Inspectional Services Department, 3 City Hall Sq Rm 401, Lynn, MA 01901

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



FEES FOR RENTAL PROGRAM

RENTAL UNIT REGISTRATION FEE:

Initial per unit =	\$ 25.00
Annual renewal per unit =	\$ 15.00
Transfer of ownership =	\$ 15.00

RENTAL UNIT INSPECTION FEE:

First Inspection =	\$ 100.00
Re-Inspection after initial failure =	\$ 25.00

Filing fee for inspections by an Authorized Inspector other than ISD or a government agency = <i>(More info below)</i>	\$ 15.00
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Re-Inspection Fees for R-2 Units under Section 110.7 of the Massachusetts Building Code =	\$ 125.00
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Failure to comply with the ordinance may result in a citation of up to Three Hundred and xx/100 (\$300.00) Dollars. Whoever violates any provision of 780 CMR, except any specialized code referenced herein, shall be punishable by a fine of not more than \$1,000.00 or by imprisonment for not more than one year, or both for each such violation. Each day which a violation exists shall constitute a separate offense.

INSPECTIONS BY OTHERS:

Ordinance allows for other authorized Inspectors (besides ISD), as defined below:

“Authorized inspector” shall mean any ISD inspector or an inspector contracted with by ISD or his/her employer or any other person who (i) is a Commonwealth of Massachusetts Registered Sanitarian or a Commonwealth of Massachusetts Certified Health Officer or a Commonwealth of Massachusetts Certified Home Inspector, or has proof of training acceptable to ISD, and (ii) has demonstrated a proficiency in the application of the State Sanitary Code.

These Authorized Inspectors require an approval by the Chief ISD on record prior to the inspections being completed. A signed inspection report indicating the unit passed must be submitted to ISD, along with the required filing fee noted above.

Inspections completed by another government agency, such as LHAND or a Section 8 agency, must be completed within the past 12 months to be valid and accepted to satisfy the inspection requirement of the ordinance. A signed inspection report indicating the unit passed must be submitted to ISD, along with the required filing fee noted above.