



FINANCE DIVISION

City of Huntington
Finance Division
P.O. Box 1659 | Huntington, WV 25717
(304) 696-5540, option 4
finance@huntingtonwv.gov

Residential Rental Property Inspection Application

Complete the Residential Rental Property Inspection Application for each property.
You can find this application here:

- Online: cityofhuntington.com/residents/rental-property-inspections
- Scan the QR code.



Contact Information	
Applicant Name:	_____
Applicant Email:	_____
Applicant Phone:	_____

Property Information	
Property Address:	_____
Property Owner:	_____

Rental Property/Dwelling Unit Information	
Number of units: <input type="checkbox"/> Single-Unit (1) <input type="checkbox"/> Two-Unit (2) <input type="checkbox"/> Multi-Unit (3 or more)	Number of floors _____ Number of residents per unit _____ Number of bedrooms per unit _____ Number of bathrooms per unit _____

I hereby certify that I am the property owner or authorized agent qualified to complete this application, and the facts and declarations of intent set forth above are true and intended to be relied upon by the established officials of the City of Huntington. I acknowledge that knowingly providing false information may result in fines.

Signature: _____ **Date:** _____

Office Use Only: Zoning Requirements	
Zoning: _____	Proposed Use: _____
P / SP / NC	Section # _____ Notes: _____
<input type="checkbox"/> Inspections & Permits Division <input type="checkbox"/> Housing Division	
Assigned By: _____	Date Assigned: _____



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Residential Rental Unit License Request Form

Provide the landlord information requested below. If applicable to the property, provide local agent/emergency contact information and/or designated authorized person.

Landlord Information			
Business Name:			
Business Address:			
Business Phone:		Email Address:	
City License Number:			

Local Agent / Emergency Contact Information (If Different From Above)			
Name:			
Address:			
Phone:		Email Address:	

Designated Authorized Person To accept all legal notices or services of process for the rental properties/units listed. (If Different from Above)			
Name:			
Address:			
Phone:		Email Address:	

Pursuant to Article 1737.05 of the Codified Ordinances of the City of Huntington, those found to have reported false information or who have failed to register any units as described and required under Article 1737, shall be liable for fines not less than \$200 nor more than \$500 per offense and / or penalties of \$100 for each month or fraction thereof in default of the license requirement, respectively. Penalties shall apply to each residential rental unit for which a license is not issued. By signing below, I certify that I have notified the Assessor's Office, of the County in which this realty is located, that this property has been converted to and / or is being used as rental housing.

Landlord/Agent Signature: _____

Date: _____



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Residential Rental Unit License Request Form Unit List

Complete the unit list for each property with all applicable information for each unit.
 You can find this application here:



- Online: cityofhuntington.com/residents/rental-property-inspections
- Scan the QR code

Residential Rental Unit(s) Information			
Unit Address:			
Date Renting Began:		Number of Bedrooms:	
Date Property was Purchased:		Maximum Number of Tenants:	
Unit:		Number of Bedrooms:	
Date Renting Began:		Number of Tenants:	
Unit:		Number of Bedrooms:	
Date Renting Began:		Number of Tenants:	
Unit:		Number of Bedrooms:	
Date Renting Began:		Number of Tenants:	
Unit:		Number of Bedrooms:	
Date Renting Began:		Number of Tenants:	
Unit:		Number of Bedrooms:	
Date Renting Began:		Number of Tenants:	

Assessor's Office Notification *Indicate if the Cabell or Wayne Assessor's Office has been notified by initialing below.*

I have notified the _____ County Assessor's Office that this property is or has been converted to rental housing. _____ (initial)