

Rental Information Form

**Town of Herndon, Virginia
Department of Public Works
Building Inspections Section
777 Lynn Street
Herndon, VA 20170
(703) 435-6850**



- For:**
Initial
Transfer
Renewal

Property Address: _____	Apartment Complex: _____	
Property Owner:	Mgmt. Co./Resident Agent/Responsible Party	
(Name)	(Name)	
(Street Address)	(Street Address)	
(City, State, Zip)	(City, State, Zip)	
(telephone) _____ (Day) _____ (Evening)	(telephone) _____ (Day) _____ (Evening)	
Number of Units: _____ Number of Stories: _____ Date of Construction: _____		
Type of Rental Unit: _____ Smoke Detectors: _____ (Townhouse, Condo, Single Family etc.) (Battery or Permanently Hard Wired Electric)		
Please Check All That Apply:		
Utilities Supplied To The Unit: Natural Gas <input type="checkbox"/> LP/Gas <input type="checkbox"/> Electric <input type="checkbox"/> Oil <input type="checkbox"/>		
Heating System: Gas Fired <input type="checkbox"/> Oil Fired <input type="checkbox"/> Electric <input type="checkbox"/> Other: _____		
Hot Water Heater: Gas Fired <input type="checkbox"/> Oil Fired <input type="checkbox"/> Electric <input type="checkbox"/> Other: _____		
A Rental Information Form must be on file with the Building Inspections Section, all necessary fees paid, and an inspection conducted and approved before that issuance of a Rental Housing License.		
I have carefully examined and read this information form and know the same is true and correct, and that in renting this dwelling unit all provisions of the Town of Herndon Ordinances and State Laws will be complied with whether herein specified or not.		
_____ (Date)	_____ (Signature)	_____ (Title)
Email: _____		
Please notify this office of any changes. E.g. owner's address, agent being added/deleted, property becoming owner occupied or vacant, etc.		
SPACE BELOW FOR TOWN OF HERNDON USE ONLY		
Date Received: _____	Date of Inspection: _____	
Receipt Number: _____	Inspectors Name: _____	
Fee Paid: _____		
District: _____	Approved: <input type="checkbox"/>	Disapproved: <input type="checkbox"/>
Property ID Number: _____		
Please return this completed information form and applicable fees to the Town of Herndon Department of Public Works, Building Inspections Section. Checks should be made out to The Town of Herndon.		