



Residential Rental Business License Program

Purposes

- The City of New Haven is committed to the protection of residents through proactive monitoring of decent, safe, and sanitary housing conditions through:
 - Residential Rental Business Licensing Program (RRBLP) inspections to ensure the health, safety, and welfare of its residents.
 - The elimination of housing blight.
 - The identification of ALL rental units in the City and their owners on a continuous basis.



For more
information, please
refer to Sec. 17-13
Purposes



LIVABLE CITY INITIATIVE · CITY OF NEW HAVEN
CITY OF NEIGHBORHOODS

Benefits

- Program will protect the character and stability of residential areas and educate the public about the basic housing code standards as they relate to health and life safety.
- Prevent overcrowding and improve property values throughout New Haven.
- A Residential Rental Business License helps assure renters and those charged with protecting the City that the licensed property has met minimum housing standards and provides landlords with consistent enforcement of codes as they relate to health and life safety.

Who is required to obtain the RRBPL License?

Buildings with two
(2) or more
residential dwelling
units that are non-
owner-occupied.



For more
information, please
refer to Sec. 17-75
**INSPECTION
REQUIRED**

What properties are exempt?

- ▶ The following residential dwelling units are exempt from the (RRBLP):
 - ▶ Single-family dwelling units.
 - ▶ Dwelling units owned by the Housing Authority of New Haven (HANH)
 - ▶ Properties where ALL tenants are Section 8 participants with the Housing Authority of New Haven.
 - ▶ Motels, Hotels, Rooming houses/ Dormitories
 - ▶ Condominiums and temporary housing as defined in the Ordinances
 - ▶ Owner occupied two (2) and three (3) family dwellings

RRBLP: Exemption Certification Instructions (ECI):

What is required for exemption as proof of evidence?



Simply provide us with a copy of your legal Photo ID, Utility bills i.e., **UI, SCG or Cable** as confirmation of your residency at the property location.

- **Water bills, sewer bills, and tax bills are not acceptable forms of proof**

You may email your exemption information to NHRBLP@newhavenct.gov, Fax to: 203-946-4899, or Mail to: Livable City Initiative (LCI), 165 Church Street, 3rd Floor, New Haven, CT 06510

Registration Process



Application



Application
Received with
Applicable Fee



Application
processed



Inspection
Scheduled



Exemption Granted



LIVABLE CITY INITIATIVE
165 Church Street, 3rd Floor
New Haven, CT 06510
Phone: (203) 946-7090 Fax: (203) 946-4899

Justin Elicker
Mayor

March 2, 2021

NOTICE

«OWNER»
«ADDRESSI»
«CITY», «STATE», «ZIP»

To Whom It May Concern:

Please be advised pursuant to the City of New Haven's Residential Rental Business License Ordinance (RRBLP), Section 17-71 et Seq. of the New Haven Code of Ordinances (the "Ordinance"), you are required to obtain a residential rental property license in order to operate/rent the property located at «STREET_NUM» «STREET_NAME», New Haven CT (the "Property").

You must complete and return the enclosed application to the **Livable City Initiative, Attn: Residential License Program, 165 Church Street, 3rd Floor, New Haven CT 06511** within 30 days from the date of this letter. Applications may also be completed electronically by logging onto www.cityofnewhaven.com at the "City Services" tab and following the instructions. Upon receipt of completed applications a notice of your scheduled inspection appointments will be sent to you by mail.

Your applications must be accompanied by the applicable licensing fee in the amount of \$«Penalty».00. Application fees may be paid by credit card electronically using CITY SQUARED online only, or in the alternative, payments may be made by check or money order payable to "Treasurer, City of New Haven". **Do not send cash.**

In the event you believe you are exempt from the requirements of the Ordinance as outlined in Section 17-73, **you must provide evidence to establish your exemption status** within 30 days from the date of this letter.

(See Reverse side of this letter for exemption requirements) →

Please be advised that it is your obligation to disclose and submit applications and fees for all properties you own and/or evidence of your exempt status. Failure to comply with this licensing requirement may result in penalties as described in Section 17-84 of the Ordinance. For your convenience, the complete Ordinance and regulations can be found online at www.cityofnewhaven.com

Please contact this office at 203-946-2966/2844 or via email at NHRBLP@newhavenct.gov if you have any questions regarding your obligations. If you believe that you have received this notice in error, please let us know within seven (7) days of receipt of this letter.

Application-
Notice



Justin Elicker
Mayor

LIVABLE CITY INITIATIVE
165 Church Street, 3rd Floor
New Haven, CT 06510
Phone: (203) 946-7090 Fax: (203) 946-4899

RESIDENTIAL RENTAL LICENSE APPLICATION

Rental Property Address: «STREET_NUM» «STREET_NAME»
Buildings Style: «BuildingSTYLE» Number of Residential Units: «SumOfUNITS»
Owner's Name: «OWNER»
Owner's Address «ADDRESS1» «CITY» «STATE» «ZIP»
Owner's Phone Numbers Residence/Work: _____ Cellular: _____
Email: (Email) _____

If the above information is incorrect, please update information in the box below:

Owner's Address (P.O. Boxes are not acceptable): _____	Any units occupied by New Haven Housing Authority Section 8 Voucher Receipts? <input type="checkbox"/> Yes <input type="checkbox"/> No
Owner's Phone Numbers: Residence/Work: _____ Cellular: _____	
Email <input type="text"/> @ _____ .COM	

Property Sold on (date): _____ New Owner Name (if known): _____
Signature: _____

Mail To: Owner Manager

Manager's Name: _____
Manager's Address: _____
Manager's Phone Numbers: Residence /Work: _____ Cellular: _____
Emergency Contact Person's Name: _____
Emergency Contact Person's Address: _____
Emergency Contact Person's Phone Numbers Residence: Work: _____ Cellular: _____

Registration fee enclosed: \$ _____

I, the Owner/Agent for the above property do hereby affirm that the information provided in this application is correct and will immediately contact the Livable City Initiative if there is a subsequent change, upon penalties of false statement.

Signature: _____ Date: _____

Residential Rental License Application

Please ensure that the appropriate box is selected so mail is sent to the correct address

Applicable Fees Ordinance No 17-201 (70)	FY 2018-19 BOA Approved
Residential License Permit: First 2 Units	200.00
Each Additional Unit	50.00
2 nd Re-inspection- Failed Inspection	75.00
Failure to Appear at Scheduled Inspection	50.00

Fees

- ▶ Before a residential property is registered, the residential rental property owner or his/her/its agent must pay the applicable licensing fee when submitting the application, in accordance with the instructions as provided by the City's written notification.



For more
information, please
refer to Sec. 17-76
Fees

Term & Type of Residential Rental Business License Inspection

Total # of Units	Type I License (0-10% Units Fail) 3 Year License	Type II License (11-33% Units Fail) 2 Year License	Type III One Year
	# of failed units		
2	0	0	1
3-5	0	1	2 or more
6-8	1	2-3	3 or more
9	1	2-3	4 or more
10-11	1	2-3	4 or more
11-14	1	2-4	5 or more
15-17	1	2-5	6 or more
18-19	1	2-6	7 or more
20	1-2	3-6	7 or more
21-23	1-2	3-7	8 or more
25	1-2	3-8	9 or more

For more information, please refer to: Section 17-80.

- Dwellings with 2-25 units require that all units be inspected.
- Dwellings with 26-99 units require that a minimum of 25 units be inspected.
- Dwellings with 100 or more units require that 25% of the units be inspected.



Justin Elicker
Mayor

LIVABLE CITY INITIATIVE
165 Church Street, 3rd Floor
New Haven, CT 06510
Phone: (203) 946-7090 Fax: (203) 946-4899

Consent form

I, _____, reside at _____ unit # _____,
(Print Name of Tenant) (Address)
and hereby knowingly and voluntarily **consent** to allowing my landlord _____,
and/or his/her representative and a designated code inspector employed by the Livable City
Initiative of the City of New Haven, access to my dwelling unit in my absence for the purposes
of inspecting my unit to ensure compliance with housing code standards as determined by said
city.

Tenant's Signature

Date

Waiver

I, _____, knowingly and voluntarily declare that I reside at
(Print Name of Tenant) _____ unit # _____, and that my landlord or his/her representative
(property address)
provided me with notice concerning my right to deny consent to the inspection of my dwelling
unit on _____ (date of inspection) by a Housing Code Inspector of the City of New
Haven as part of the City's licensing and inspection program.

I further declare that knowingly and voluntarily **deny** consent to the inspection of my dwelling
unit by said Code Inspection on said date.

Tenant's Signature

Date

Please fill out either consent or waiver, NOT both

Consent / Waiver Form

To protect the
occupants right to
privacy, occupants
may:

Consent to an
inspection in their
absence by signing
a consent form.

OR

Waive an
inspection of
dwelling unit.

Inspection process

Inspection scheduled by mail

Pass

License issued according to Term & Type

Fail

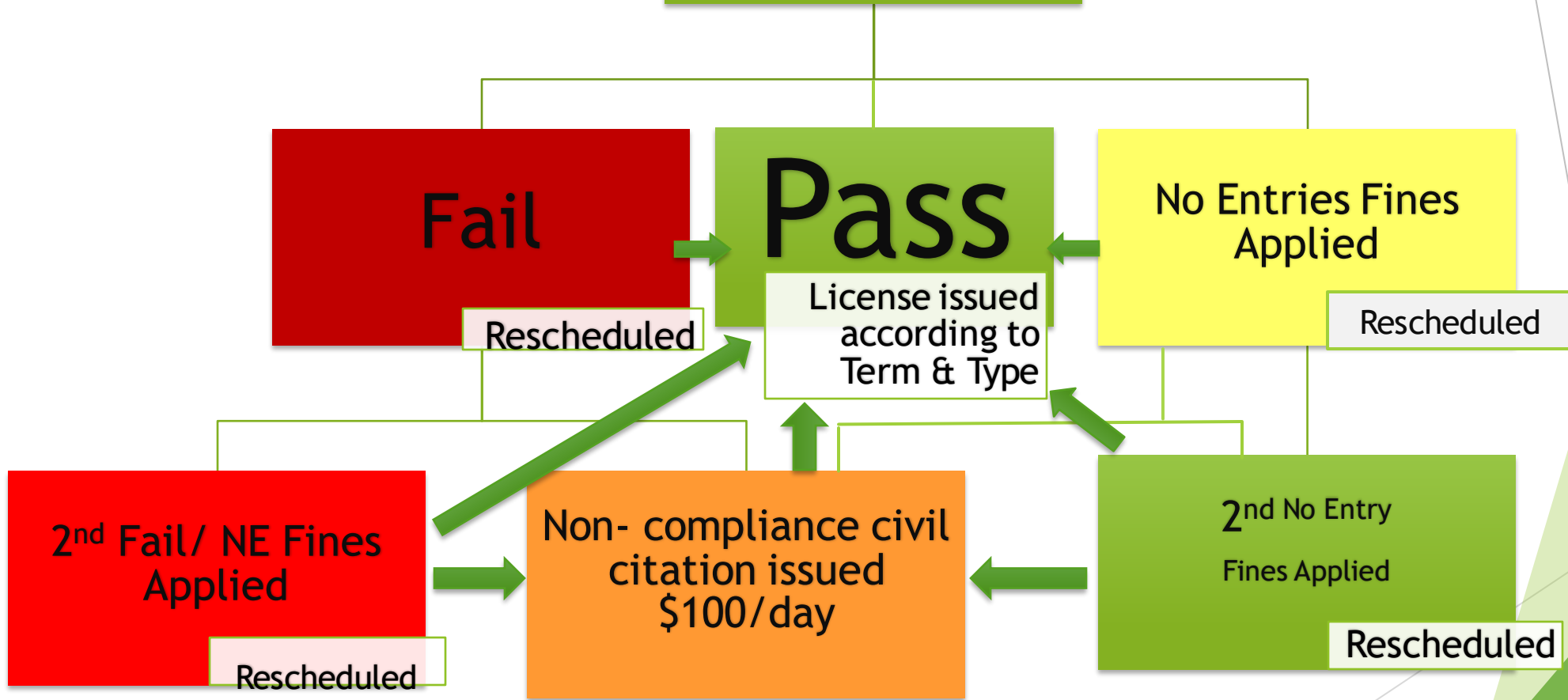
No entry

2 no entries before fined

Inspections Standards are performed according to a checklist of quality of life and life safety issues as outlined in Sec 9- 51 et. Seq. of the New Haven Code of Ordinances.

Inspections Process: In depth

Inspection





Justin Elicker
Mayor

LIVABLE CITY INITIATIVE
165 Church Street, 3rd Floor, New Haven, CT 06510
Phone: (203) 946-7090 Fax: (203) 946-4899
NHRBLP@newhavenct.gov

See form ledger
on reverse side

Residential Rental Business License Program Inspection Form

Referred to NHHD

Address _____ Unit # _____ Owner's Name: _____ Date/Time: _____

Area	O	T	Result	Comment	Location	Deadline
Exterior & Public Areas						
Yard				<input type="checkbox"/> Trash <input type="checkbox"/> Debris <input type="checkbox"/> Junk Vehicle <input type="checkbox"/> Other:		
Porch/Stairs/Railings/Balusters /Handrails				<input type="checkbox"/> Danger of Collapse <input type="checkbox"/> Defective Parts <input type="checkbox"/> Permits Required for Repairs <input type="checkbox"/> Missing		
Lighting / Switch				<input type="checkbox"/> Missing <input type="checkbox"/> Defective <input type="checkbox"/> Not working <input type="checkbox"/> Insufficient		
Exits / Fire Escapes				<input type="checkbox"/> Obstructed <input type="checkbox"/> Permits Required for Repairs <input type="checkbox"/> Unsafe		24 Hrs.
Exterior Surfaces				<input type="checkbox"/> Defective <input type="checkbox"/> Chipping/Flaking Paint		
Common Areas						
Stairs / Railings / Handrails				<input type="checkbox"/> Danger of Collapse <input type="checkbox"/> Defective Parts <input type="checkbox"/> Missing Permits Required for Repairs		
Lighting / Fixtures / Switches				<input type="checkbox"/> Missing <input type="checkbox"/> Defective <input type="checkbox"/> Not working <input type="checkbox"/> Insufficient		
Doors / Windows / Locks				<input type="checkbox"/> Missing <input type="checkbox"/> Broken <input type="checkbox"/> Defective <input type="checkbox"/> Not Weather Tight		
Smoke/CO Detectors / Emergency Lights				<input type="checkbox"/> Missing <input type="checkbox"/> Defective <input type="checkbox"/> Not Working <input type="checkbox"/> Outdated		24 Hrs.
Floors				<input type="checkbox"/> Tripping Hazard <input type="checkbox"/> Defective		
Basement/Cellar						
Lighting				<input type="checkbox"/> Missing <input type="checkbox"/> Defective <input type="checkbox"/> Insufficient		
Heating System				<input type="checkbox"/> Service <input type="checkbox"/> Repair <input type="checkbox"/> Exhaust connection not sealed		
Water Heaters				<input type="checkbox"/> Repair <input type="checkbox"/> Discharge Pipe Missing <input type="checkbox"/> Exhaust connection not sealed		
Smoke/CO Detectors				<input type="checkbox"/> Missing <input type="checkbox"/> Defective <input type="checkbox"/> Not Working		24 Hrs.
Electrical / Electric Panel Cover/Blanks				<input type="checkbox"/> Exposed Wires <input type="checkbox"/> Mixed Wiring <input type="checkbox"/> Permits Required for Repairs		
Plumbing				<input type="checkbox"/> Leaks <input type="checkbox"/> Stoppage <input type="checkbox"/> Secure Pipes		
Ceilings				<input type="checkbox"/> Damp/Water Damage <input type="checkbox"/> Defective <input type="checkbox"/> Fire Rating (where required) <input type="checkbox"/> Repaint Area		
Dwelling Unit						
Doors / Windows / Locks / Knobs				<input type="checkbox"/> Missing <input type="checkbox"/> Broken <input type="checkbox"/> Defective <input type="checkbox"/> Not Weather Tight <input type="checkbox"/> Unsafe		
Floors				<input type="checkbox"/> Tripping Hazard <input type="checkbox"/> Defective		
Ceilings				<input type="checkbox"/> Damp/Water Damage <input type="checkbox"/> Holes <input type="checkbox"/> Defective <input type="checkbox"/> Chipping/Flaking Paint <input type="checkbox"/> Repaint Area		
Walls				<input type="checkbox"/> Damp/Water Damage <input type="checkbox"/> Holes <input type="checkbox"/> Defective <input type="checkbox"/> Chipping/Flaking Paint <input type="checkbox"/> Repaint Area		
Smoke/CO Detectors				<input type="checkbox"/> Missing <input type="checkbox"/> Defective <input type="checkbox"/> Outdated		24 Hrs.
Electrical Outlets / Lighting / Switches				<input type="checkbox"/> Exposed Wires <input type="checkbox"/> Defective <input type="checkbox"/> Missing		
Egress				<input type="checkbox"/> Obstructed		
Infestation				<input type="checkbox"/> Vermin <input type="checkbox"/> Rodent <input type="checkbox"/> Bedbug		
Electrical				<input type="checkbox"/> Exposed Wires <input type="checkbox"/> Defective		
Plumbing				<input type="checkbox"/> Leaks <input type="checkbox"/> Stoppage		
Sink				<input type="checkbox"/> Leaks <input type="checkbox"/> Stoppage <input type="checkbox"/> Water runs continuously		
Tub/Shower				<input type="checkbox"/> Leaks <input type="checkbox"/> Stoppage <input type="checkbox"/> Water runs continuously		
Toilet				<input type="checkbox"/> Leaks <input type="checkbox"/> Stoppage <input type="checkbox"/> Water runs continuously <input type="checkbox"/> Loose		
Ventilation				<input type="checkbox"/> Defective <input type="checkbox"/> Insufficient <input type="checkbox"/> Missing		
Doors / Windows				<input type="checkbox"/> Missing <input type="checkbox"/> Broken <input type="checkbox"/> Defective <input type="checkbox"/> Not weather tight		
Other/Notes:						

RRBLP Inspection Form

Please note that any fire safety violations, not limited to smoke/carbon monoxide detectors will require a reinspection within 24 hours.

Tenant/Representative understands that if the inspection failed, re-inspections are required until all violations on this form are corrected.

Tenant/Representative consents to a re-inspection of the unit in his/her absence, by LCI and owner, provided that owner/agent has given them no less than 48-hour notice for inspection. If items cited are fire/safety, then re-inspection will be within 24 hours.

Unless specified on this form by the inspector, all deficiencies are to be corrected within 30 days of inspection.

RRBLP Inspection Form Continued

Inspection Form Ledger

- **Area**= area of property inspected
- **O**= Property Owner's responsibility to current violations/deficiencies on checklist
- **T**= Tenant's responsibility to correct violation on checklist.
- **Result**= Item inspected Passed (P) or Failed (F)
- **Comment**= item of concern
- **Location** of violation
- **Deadline**= Time required to current violation

Important Information

- 24-hour Violations -require 24 hours to correct and a re-inspection.
- Violation that impede on the immediate health and safety of the occupants and/or general public may require immediate remediation as indicated by the inspector.
- All other violations/deficiencies require correction within 30 days from the day of the inspection, unless otherwise specified by the inspector on the inspection form.
- Property owners/agents are responsible for obtaining Permits when indicated on the inspection form for repairs.
- If violations are not corrected upon 1st re-inspections, a penalty shall be applied.
- Please note a penalty shall be applied for a No Entry/No Show upon the day of inspection/re-inspection.

Pertinent Contacts

- **New Haven Building Department** 203-946-8045
- **New Haven Fire Department** 203-946-6232
- **New Haven Health Department** 203-946-6999
- **New Haven Public Works Department** 203-946-7700
- **New Haven Police Department-Animal Control** 203-946-8110

List of Failed Life-Threatening Deficiencies

General Safety/ Fire Safety		Electrical		Interior	
Carbon Monoxide Detectors	Missing/Defective	No Electricity		Holes in the floor causing a risk of injury	
No Smoke Detectors	Missing/Defective	Defective electrical wiring			
Sprinkler system not working	When sprinkler system required	Defective electrical outlets		Defective flooring causing a tripping hazard or risk of splinters	
Emergency Lights not working		Defective or missing blanks in electrical breaker outlets		Ceiling in danger of collapse	Throughout unit and including porches and other exterior surfaces
Obstructed egress	Common halls, fire escapes. Windows	Defective or missing light fixtures		Severe buckling, bulging or leaning walls	
Combustibles- Gasoline tanks and other small engines	In mechanical rooms, basement or other small buildings attached to house/building	Mixed wiring	Not to include house meters	Loosely hanging cabinets	
Mechanicals missing emergency release valve (and downspout)	On water heater/boiler and steam boiler	Missing light covers		No heat or insufficient heat	
Chimney	Leaning or missing bricks	Missing outlet covers		Infestation	
Chimney Flue	Needing to be sealed or obstructed	No lights in any area	Including, but not limited to common areas, basement and exterior	Bedbugs	Must provide treatment plan
Stairs (interior and exterior)	Loose or missing handrails, loose, missing, or broken parts				
Missing or defective structural members					

Ordinances and regulations concerning the operation and condition of certain residential rental property within its borders, including but not limited to, section 17-71 et. seq. of the New Haven Code of Ordinances ("residential licensing ordinance").

List of Failed Not Life-Threatening Deficiencies

Exterior	Apartments Doors	Other
❖ High Grass	❖ Not weather tight	❖ Trash in hallways
❖ Trash	❖ Missing peep hole	❖ Windows not weather tight
❖ Doorbell not working	Other Room Doors	❖ Vents where required, not working= i.e.: kitchen/bathroom
❖ Missing or deteriorated gutters and/or downspouts	❖ Broken	❖ Minor Cracks on windowpanes
❖ Defective exterior surfaces	❖ Missing	❖ Splinter on window frames
❖ i.e.: mildew, cracks in boards, loose boards	❖ Cracked	❖ Missing or deteriorated window screens
	❖ Missing or defective hardware	❖ Minor rotting on frames
	❖ Ill-fitted bedroom doors	❖ Loose windowpanes= missing putty
❖ Chimney	Appliances	❖ Cracked ceiling plaster
▪ Re-pointing needed	❖ Refrigerator	❖ Cracked sheet rock boards
	▪ Broken or missing handle, Broken seal, Dirty	❖ Unpainted walls and ceilings
Walls (interior and exterior)	❖ Stove	❖ Defective or strained ceiling tiles
❖ Small or shallow holes, less than 8"x 12"	▪ Dirty	❖ Water Strains
❖ Loose or missing parts	Plumbing	❖ Dirty or stained surfaces
❖ Unpainted surfaces	❖ Toilet	❖ Lack of wallpaper or stained wallpaper
❖ Loose or broken wood or other panels	▪ Water runs constantly	❖ Lack of paint or cosmetic conditions
	▪ Loose Toilet	❖ Stained or shredded carpeting, unless a tripping hazard
Kitchen/Bathroom	❖ Low water pressure	❖ Carpet odors
❖ Minor faucet leaks	❖ Dripping faucets	❖ Missing or broken cabinet doors
❖ Slow Drains	❖ Slow drain	❖ Defective countertops
❖ Defective floor covering, if not a cutting or tripping hazard	❖ Partially rusted or corroded faucet handles	❖ Deteriorated basement windows
	❖ Absent or broken shower curtain rods	
❖ Worn floor covering.	❖ Deteriorated grout	
▪ i.e., peeling tiles, or stained carpets	❖ Mildew	

Tenant Responsibilities

Duty of occupant to notify owner of any deficiencies in the unit within a reasonable time period.

Duty of occupant to keep premises clean, sanitary

- Every occupant of a dwelling or dwelling unit shall be responsible for maintaining in a clean and sanitary condition that part of the dwelling, dwelling unit, and premises thereof which she/he occupies and controls.

Duty of occupant to dispose of rubbish, garbage

- Every occupant of a dwelling or dwelling unit shall dispose of her/his/its trash in a clean and sanitary manner by placing it in trash containers.

Duty of occupant to maintain, care for plumbing fixtures

- Every occupant of a dwelling shall keep all plumbing fixtures therein in a clean and sanitary condition and shall be responsible for the exercise of reasonable care in the proper use and operation.

Appeal Process

Sec. 17-85- Hearing Officer

- Owner's must notify LCI with a written letter within 10 days of receipt of citation to request an appeal hearing.
- A property owner who requests a hearing shall be given written notice of the date, time and place for the hearing.
- If the property owner fails to appear or fails to request a hearing by mail within the timeframe set forth herein, the hearing officer may enter a default upon finding of proper notice and liability under applicable law.

(Ord. No. 1671, 2-6-12; Ord. No. 1873, 9-3-19)

Penalties and Citations

- ▶ The city shall issue a notice of failure to comply to any owner who fails with the regulations. Said notice of violation shall indicate the property subject to the provisions of this article XIV and what provision(s) have not been complied with. The notice of failure to comply shall be mailed to the owner at his/her/its last known address and shall be placed on the land records in the city clerk's office and will not be removed until compliance with the provisions herein.
- ▶ Any owner who violates the above regulations with respect to the requirement to obtain a license for a dwelling unit shall be penalized in the amount of two hundred fifty dollars (\$250) per dwelling or the maximum authorized by C.G.S. 7-148(c)(10)(a).
- ▶ Any residential rental property owner who violates the above regulations with respect to the inspection requirements set forth herein and, in this ordinance, may be penalized in accordance with applicable penalty provisions of the City's anti-blight and property maintenance ordinance, which shall include, but not be limited to, the assessment of a fine in the amount of one hundred dollars (\$100) per day each day that the violation of the inspection requirements continues. The city shall follow the procedures set forth in the anti-blight and property maintenance ordinance with respect to the enforcement of violation of the same.
- ▶ Nothing herein shall prevent the city from seeking any other means available at law or in equity in order to enforce this article's provisions.
- ▶ (Ord. No. 1671, 2-6-12; Prd. No. 1873, 9-13-19)



****For your convenience, the complete Ordinance and regulations can be found online at www.cityofnewhaven.com***

Contact Email: NHRBLP@newhavenct.gov

Contact: (203) 946-2966, (203) 946-2844