



# TOWN OF ST. JOHNSBURY

Town Manager's Office  
51 Depot Square, Suite 103  
St Johnsbury, VT 05819  
802-748-3926, ext. 3  
[www.stjvt.com](http://www.stjvt.com)

Town Clerk 802-748-4331  
Dispatch 802-748-2170  
Police 802-748-2170  
Fire 802-748-8925  
Public Works 802-748-4408

## Rental Registration for the term July 1, 2021 – June 30, 2022

A current registration form and applicable fees are due **annually** on or before June 30 of each year to the Town of St. Johnsbury, as required by the town Code of Civil Ordinance, Chapter 6, Article IV, section 6-114, pp. 68-70. To avoid penalties as defined below, please submit registrations by August 15.

**Please read the following completely before filling out the form, as the instructions have been revised.**

If you have one or more units for rent, you are required to register those units **every year** with the Town. If you are the contact or agent for the property, but not the owner, please discuss this form with the owner. **If this property is a private home and no longer renting, or if you sell or transfer your rental property, you must notify the town within 30 days**, using the Rental Registration Office address at the bottom of the enclosed registration form. **If the information you submit changes in the course of the year, you must notify the Rental Registration Office within thirty days.** These changes include your mailing address, phone number, email address, the listed management and emergency contacts, and the number of rental units.

The annual fee is **\$35.00 per unit, though there are exceptions**, as noted below. The fees collected provide for the regular safety and fire inspection of rental units as required by state law and town ordinance, and also contribute to programming that will help improve the housing available in St. Johnsbury.

**The registration form you submit must include all rental units for the given property address. For each separate property address, use a separate form. Make copies of the registration form if necessary. If you did not receive notification for all your properties, you are still required to register them.**

**If you live in a rental unit, you must register it, but do not pay a fee if it is part of a multi-unit structure.** Other units which are exempt from the fee, but must still be registered:

- Do not pay a fee for commercial or storage units.
- Do not pay a fee for units that will be vacant for the entire term from July 1 to June 30.
- Do not pay a fee for the unit if it is occupied by you or a dependent; if you are the tenant's Legal Guardian; or if you have Power of Attorney. **Note that fees do apply if renting to a family member who is not a dependent.**

The Code of Civil Ordinance may be found at the town website, [www.stjvt.com](http://www.stjvt.com), under 'Documents,' then 'Governing Documents.'

Here are relevant sections from the Code of Civil Ordinance, **Chapter 6, Article IV, DIVISION 2. REGISTRATION PROCEDURES. pp. 68-70; Sec. 6-120. REGISTRATION REQUIREMENTS. p. 69:**

**7.–Exemptions:** The following properties are to be exempt from registration, fees and/or inspections: (1) A unit that is currently maintained as part of a nursing, rest or convalescent home licensed and inspected by the state; (2) Owner occupied single family home; (3) A rental unit that is occupied for less than thirty (30) consecutive days in a calendar year; (4) A rental unit that is occupied less than thirty consecutive (30) days by the same tenant(s) and the rental unit is not the current primary residence of a tenant. An owner-occupied unit of multi-family dwelling is exempt from fees, but must still register and be inspected for fire and life safety requirements as adopted by the Vermont Department of Safety.

**6.–Failure to register:** Failure to register a building or portion thereof used for long term rental for 30 or more days in a calendar year is subject to penalties pursuant to the St. Johnsbury Code of Civil Ordinance, Chapter 6, Housing Rental Unit Registration. A violation of this ordinance shall be enforced in accordance with the provisions of 24 V.S.A. §§ 1974a and 1977 et. seq. Each day the violation continues shall constitute a separate violation.

**ST JOHNSBURY RENTAL REGISTRATION FORM**

**\*= Required—PLEASE WRITE CLEARLY**

**RENTAL PROPERTY IDENTIFICATION**

\*Address of Rental Property: \_\_\_\_\_

\*Owner: \_\_\_\_\_

\*Owner Mailing Address: \_\_\_\_\_

Year built, if known: \_\_\_\_\_ Parcel ID (from property tax bill): \_\_\_\_\_

\*Owner email: \_\_\_\_\_ \*Phone: \_\_\_\_\_

**MANAGING AGENT IDENTIFICATION (or “same”)**

\*Name: \_\_\_\_\_

\*Mailing Address: \_\_\_\_\_

\*Phone: \_\_\_\_\_ \*email: \_\_\_\_\_

**EMERGENCY CONTACT IDENTIFICATION (or “same”)**

\*Name: \_\_\_\_\_

\*Mailing Address: \_\_\_\_\_

\*Phone: \_\_\_\_\_ \*email: \_\_\_\_\_

**Rental Unit Information**

\*Lodging, Boarding, Hotel, Motel, Multi-Family, Single Family, Extended Stay, Other (circle one)

\*Total number of long-term rental units at this address: \_\_\_\_\_

\*Units not being rented (vacant for the entire term) \_\_\_\_\_ Units owner-occupied \_\_\_\_\_ Other \_\_\_\_\_

**Registration Fee Payment is payable to “Town of St. Johnsbury”**

Total Amount Due: \$35.00 multiplied by number of units \_\_\_\_\_ Amount Enclosed \_\_\_\_\_

**Owner or agent’s signature** I/we do hereby certify the information provided is true and accurate to the best of my/our knowledge: \_\_\_\_\_.

Print name here: \_\_\_\_\_.

Please provide the following information for every rental unit in the building/complex.

--“Unit ID” is the address number: Apt 1, #5, Suite 200, etc. If there are more than 10 units, please list on a separate piece of paper.

--“Square footage “—For each unit, multiply each room’s length by its width (example: 12 ft by 14 ft = 168 sq ft), then add all rooms’ square footage together to get the total for that single unit. Estimates are acceptable.

-- “Sleeping Rooms” are those which could reasonably be considered to be used as bedrooms.

--“ADA” refers to the federal Americans with Disabilities Act, which requires that all rental structures built in 1991 or later have some units which meet the basic needs of people with disabilities. More information may be found at: [https://www.hud.gov/program\\_offices/fair\\_housing\\_equal\\_opp/physical\\_accessibility](https://www.hud.gov/program_offices/fair_housing_equal_opp/physical_accessibility)

- |     |               |                      |                             |                    |               |
|-----|---------------|----------------------|-----------------------------|--------------------|---------------|
| 1.  | Unit ID _____ | Square Footage _____ | No. of sleeping rooms _____ | Occupied Y/N _____ | ADA Y/N _____ |
| 2.  | Unit ID _____ | Square Footage _____ | No. of sleeping rooms _____ | Occupied Y/N _____ | ADA Y/N _____ |
| 3.  | Unit ID _____ | Square Footage _____ | No. of sleeping rooms _____ | Occupied Y/N _____ | ADA Y/N _____ |
| 4.  | Unit ID _____ | Square Footage _____ | No. of sleeping rooms _____ | Occupied Y/N _____ | ADA Y/N _____ |
| 5.  | Unit ID _____ | Square Footage _____ | No. of sleeping rooms _____ | Occupied Y/N _____ | ADA Y/N _____ |
| 6.  | Unit ID _____ | Square Footage _____ | No. of sleeping rooms _____ | Occupied Y/N _____ | ADA Y/N _____ |
| 7.  | Unit ID _____ | Square Footage _____ | No. of sleeping rooms _____ | Occupied Y/N _____ | ADA Y/N _____ |
| 8.  | Unit ID _____ | Square Footage _____ | No. of sleeping rooms _____ | Occupied Y/N _____ | ADA Y/N _____ |
| 9.  | Unit ID _____ | Square Footage _____ | No. of sleeping rooms _____ | Occupied Y/N _____ | ADA Y/N _____ |
| 10. | Unit ID _____ | Square Footage _____ | No. of sleeping rooms _____ | Occupied Y/N _____ | ADA Y/N _____ |

You may submit the form and payment by email, US mail, or in person at the Town Clerk’s office.

To email the form, please use [dreid@stjvt.com](mailto:dreid@stjvt.com)

If you wish to pay with a credit card, you may do so at [www.stjvt.com](http://www.stjvt.com):

On the home page, select ‘Town Clerk,’ then, from the list on the right side of the Town Clerk page, select ‘Pay Other Items Online.’ In the Item Description bar, type in ‘Rental Registration Fee,’ then enter your credit card information as instructed. Note that credit card payments are subject to a 3.5% fee, with a \$2.50 minimum.

Please send completed forms only (not the cover letter) and payments by US mail to:

Rental Registration Office  
Town of St. Johnsbury  
51 Depot Square  
St. Johnsbury VT 05819  
802-748-3926 ext. 8  
[dreid@stjvt.com](mailto:dreid@stjvt.com)