



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

Kresten Sterling
Code Compliance Officer
Office: 802-748-3926 ext 9
Cell: 802-424-7750
ksterling@stjvt.com

Rental Housing Registration for the fiscal Year of July 1, 2023 – June 30, 2024

RE: Dear Property Owner,

This letter is to notify you that all St. Johnsbury rental properties must be registered with the town annually in accordance with the Town Code of Civil Ordinance, Chapter 6, Article IV, section 6-114, pp. 68-70. You may find these forms online at STJVT.com under Rental Housing forms and Housing Study. (Long Term Rental Registration).

Registration applications and fees will be accepted July 1st through August 31st annually.

To avoid penalties/fines please submit registration applications and fees no later than August 31.

After this date, you will be subject to fines and or penalties per Code of Civil Ordinance, Chapter 6, Article IV, section 6-123, p.70.

Please read the following completely before filling out the form. All units must be registered, but you may not have to pay a fee for some units.

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 or email at the bottom of the enclosed registration form. **If the information you submit changes you must notify the Rental Registration Office within 30 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 health, fire and safety inspection of rental units as required by state law and town ordinance, and contribute to programming that will help improve the housing available in St. Johnsbury.

The registration form you submit **must include all units** for the given property address, whether or not they are exempt from payment.

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.

(OVER)

Exemptions:

If you are the property owner and live in a rental unit, you must register it (include it in the total count), but do not pay a fee for it.

Other units which are exempt from fees, but must still be registered in the total count:

- 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 for the tenant. **Note that fees must be paid if the unit is inhabited by family members who are not dependents as filed on your federal tax return, even if they do not pay rent.**

The Code of Civil Ordinance may be found at the town website, 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.**

RENTAL UNIT: A dwelling unit that is not owner occupied and is occupied for longer than thirty (30) consecutive days; including but not limited to occupancies at hotels, motels, homeless shelters, and other accommodations.

Exemptions:

(a) 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.**

(b) 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.

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.

If you have any questions, please contact me.

Thank you,

Kresten Sterling

2023-24 ST JOHNSBURY RENTAL REGISTRATION FORM

*** = Required—PLEASE WRITE CLEARLY**

RENTAL PROPERTY IDENTIFICATION

*Address of Rental Property: _____

*Owner: _____

*Owner Mailing Address: _____

*Owner email: _____ *Phone: _____

MANAGING AGENT IDENTIFICATION (or “same”)

*Name: _____

*Mailing Address: _____

*Phone: _____ *email: _____

Rental Unit Information

*Total number of units at this address (including your own): _____

*Units not being rented (vacant for the entire term) _____ Units owner-occupied (No Fee) _____

*Total number of bedrooms: _____

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

Total Amount Due: \$35.00 multiplied by number of eligible units (do not include your own): _____

Amount Enclosed: \$ _____

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

Print name here: _____ Date: _____

***Forms and Payment**

You may submit the form and payment online, by US mail, or in person at the Town Clerk's office at the address below.

To email the form, please use ksterling@stjvt.com

To pay online with a credit card at 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" and the property address, then enter your credit card information as instructed. Note that credit card payments are subject to a 3% fee.

For US Mail, please send payments and completed forms only (**Not** the cover letter) to:

Rental Registration Office
Town of St. Johnsbury
51 Depot Square
St. Johnsbury VT 05819
802-748-3926 ext. 9
ksterling@stjvt.com