



City of Hartford

Rental Licensing Program (RLP)

Hartford Municipal Code (HMC) Sections 18-20 to 18-30*

Department of Development Services

*The complete RLP ordinance can be found online here: [Hartford Municipal Code Chapter 18](#)

RENTAL LICENSING PROGRAM (RLP)

PURPOSE



The City of Hartford is committed to the protection of residents through proactive monitoring of decent, safe, and sanitary housing conditions through the following:

- Rental Licensing Program (RLP) 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



RENTAL LICENSING PROGRAM (RLP)

BENEFITS



- Protect the character and stability of residential areas
- Educate the public about basic housing code standards related to health/life safety
- Prevent overcrowding and improve property values
- Assure renters and those charged with protecting Hartford that properties meet minimum housing standards
- Provide landlords with consistent enforcement of code related to health and safety



RENTAL LICENSING PROGRAM (RLP)

DURATION OF A RENTAL LICENSE (RL)

Hartford Municipal Code (HMC) Section 18-29



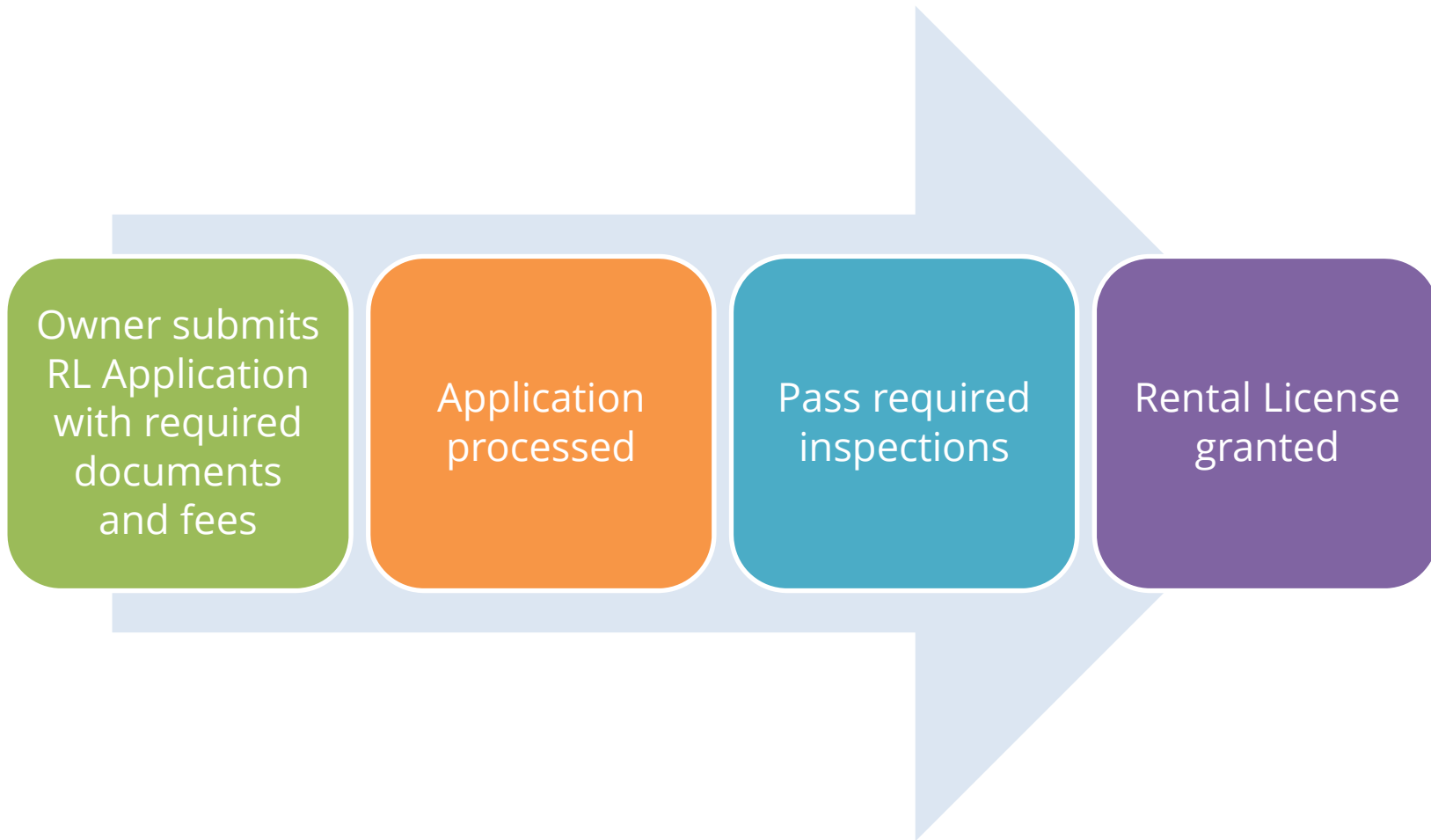
4 years



Every new license, and every license renewal, shall be effective for a maximum of four (4) years starting from the date of issuance.

RENTAL LICENSING PROGRAM (RLP)

RL REGISTRATION PROCESS



RENTAL LICENSING PROGRAM (RLP)

APPLICATION DUE DATES & FEE SCHEDULE



Rental Structure Type	Rental Licensing Application Submission	Rental Licensing Cost	Duration of License
Dwelling Units 40 or more per Building	July 1, 2023 through October 31, 2023	\$60, <i>plus</i> \$40 per Unit	4 Years
Hotel/Motel	July 1, 2023 through October 31, 2023	\$200, <i>plus</i> \$30 per Unit	4 Years
Rooming House	July 1, 2023 through October 31, 2023	\$500 (1 to 6 Units) \$750 (7 to 12 Units) \$1,000 (more than 12 Units)	4 Years
Group Living	July 1, 2023 through October 31, 2023	\$200 <i>plus</i> \$30 per Unit	4 Years
10 to 39 Dwelling Units per Building	July 1, 2024 through October 31, 2024	\$60, <i>plus</i> \$45 per Unit	4 Years
4 to 9 Dwelling Units per Building	July 1, 2025 through October 31, 2025	\$60, <i>plus</i> \$50 per Unit	4 Years
3 Dwelling Units per Building (except where owner-occupied)	July 1, 2026 through October 31, 2026	\$60, <i>plus</i> \$50 per Unit	4 Years

The complete RLP ordinance can be found online here: [Hartford Municipal Code Chapter 18](#)

RENTAL LICENSING PROGRAM (RLP)

PROPERTIES EXEMPT FROM RL REQUIREMENT

Hartford Municipal Code (HMC) Section 18-20 (A)



- Owner-occupied housing containing three (3) or fewer housing units
- Dormitory facilities owned and operated by a college or university and inhabited primarily by students at such college or university
- Parsonage facilities owned and operated by a non-profit religious organization and inhabited by bona fide employees of such organization
- Housing containing dwelling units created under the Common Interest Ownership Act, the Condominium Act, or the Unit Ownership Act of the State of Connecticut, wherein 75% of such units are in individual ownership by distinct entities other than by the declarant or by any other single owner

RENTAL LICENSING PROGRAM (RLP)

PROPERTIES EXEMPT FROM RL REQUIREMENT

Hartford Municipal Code (HMC) Section 18-20 (A)



- Housing owned by a Housing Authority organized under the provisions of CT General Statute Chapter 128 and constructed or altered pursuant to a contract with the federal government or the state providing for annual contributions or other financial assistance
- Housing that is subjected to inspection and licensure by the State of Connecticut Department of Public Health, Children and Families, Mental Health and Addiction Services, or Developmental Services, pursuant to the CT General Statutes or the regulations of CT State Agencies

RENTAL LICENSING PROGRAM (RLP)

APPLICATION REQUIREMENTS



3+ Housing Units



An owner operating or seeking to operate housing containing three (3) or more housing units, or otherwise allowing such housing to be occupied, must apply for a RL.

Building 2

Building 1



Building 3



A separate application must be submitted for each building.



In all cases, it is the responsibility of the applicant to show that an application complies with all applicable program criteria.

RENTAL LICENSING PROGRAM (RLP)

DOCUMENTS & VERIFICATIONS

Hartford Municipal Code (HMC) Section 18-24



- A copy of a driver's license or comparable state-issued photo identification showing the name, photo, and address of the owner or owners required to be named in [section 18-24\(A\)\(1\)](#) and the address of the registered agent and operator (if any), or an affidavit with the name of the owner or owners required to be named in [section 18-24\(A\)\(1\)](#) stating that the business address given is a bona fide business address that is a physical address and not a post office box.

The complete RLP ordinance can be found online here: [Hartford Municipal Code Chapter 18](#)

RENTAL LICENSING PROGRAM (RLP)

DOCUMENTS & VERIFICATIONS

Hartford Municipal Code (HMC) Section 18-24



- A lead risk assessment report by a certified lead inspector documenting that the housing or housing unit is lead safe for buildings constructed before 1978, if a unit is being or will be rented to an individual the age of six (6) years or younger. In buildings where no unit is or will be occupied by an individual the age of six (6) years or younger, the lead risk assessment report may be waived upon submission of an Affidavit by the owner.
 - The Lead-Safe Report Guidance document can be found online here: [Lead-Safe Report Guidance Document](#)
 - The Affidavit form for waiver of the lead-safe report requirement can be found online here: [Lead-Safe Affidavit](#)

The complete RLP ordinance can be found online here: [Hartford Municipal Code Chapter 18](#)

RENTAL LICENSING PROGRAM (RLP)

DOCUMENTS & VERIFICATIONS

Hartford Municipal Code (HMC) Section 18-24



- A heating facility inspection report, dated within the twelve (12) months preceding the application submission date and indicating that the heating facility for such premises has been inspected within the last year by a person licensed to design, construct or repair a heating facility and that such heating facility meets the requirements of this chapter, except that no such report shall be required for a heating facility that for all primary components is ten (10) years old or less.
 - The heating facility inspection report form can be found online here: [Heating Facility Certification](#)

The complete RLP ordinance can be found online here: [Hartford Municipal Code Chapter 18](#)

RENTAL LICENSING PROGRAM (RLP)

DOCUMENTS & VERIFICATIONS

Hartford Municipal Code (HMC) Section 18-24



- The full legal name, address, telephone number, and email address (if any) of the person or persons responsible for emergency response related to the subject property who can be reached at any time as needed, changes to which must be reported to the Department of Licenses and Inspections within 24 hours.
- At the discretion of the director of Licenses and Inspections, a description of rubbish disposal facilities (including recycling), extermination and pest control plans, landscape and weed control plans, and other information may be required

The complete RLP ordinance can be found online here: [Hartford Municipal Code Chapter 18](#)

RENTAL LICENSING PROGRAM (RLP)

REQUIRED INSPECTIONS



Inspections must be conducted to determine compliance with State and Municipal Codes including:

Municipal
Housing
Code

Municipal
Zoning
Ordinance

State
Building
Code

State Fire
Code

Granting of a Rental License may also require other applicable measures as deemed necessary by the director of Licenses and Inspections.

RENTAL LICENSING PROGRAM (RLP)

NON-COMPLIANCE WITH RLP REQUIREMENTS



A one thousand-dollar (\$1,000) penalty will be added to applications filed after the building application period. Failure to file will also result in the issuance of a formal notice of violation, which can lead to daily fines and other penalties per the Hartford Housing Code.

The complete RLP ordinance can be found online here: [Hartford Municipal Code Chapter 18](#)

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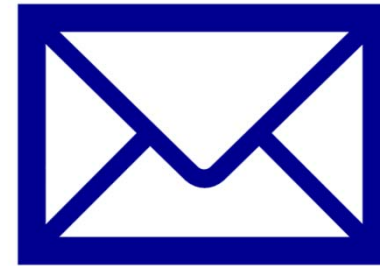
HOW TO APPLY



To apply online, click the link below:

[Accela Citizen Access Portal](#)

Online applicants are required to create a user account in order to apply.



For info on how to apply by mail, visit our website:

[Apply for a Rental License](#)

Select the "Mail Submission" tab.

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CONTACT INFORMATION



If you have questions, or wish to provide documentation, please contact us!

Mail: City of Hartford
Department of Development Services
Licenses & Inspections Division
Rental Licensing Program
260 Constitution Plaza, 1st Floor
Hartford, CT 06103

Email: RentalLicensing@Hartford.gov

Phone: (860) 757-9200

Office Hours: Monday-Friday, 8:00am to 5:00pm